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★ OCT 16 1936 W

DEPARTMENT OF AGRICULTURE
WASHINGTON

Please return to
the Secretary's File Room

June 20, 1917.

MEMORANDUM NO. 210.

Amendment to the Administrative Regulations.

Paragraph 7 of the Administrative Regulations is hereby
amended so as to read as follows:

"7.- Titles and Salaries of Lump-fund Employees.
In making recommendations for appointments, promotions, or other changes in the force of scientific, technical, and other employees of the Department paid from lump-fund appropriations, the chief of each bureau, division or office should, so far as practicable, limit the number and variety of titles, and the proposed rate of salary should be selected from the annual salary tables in the Fiscal Regulations, and be one which, when divided by 12, will give a convenient quotient of even dollars."

D. V. McNett

Secretary.

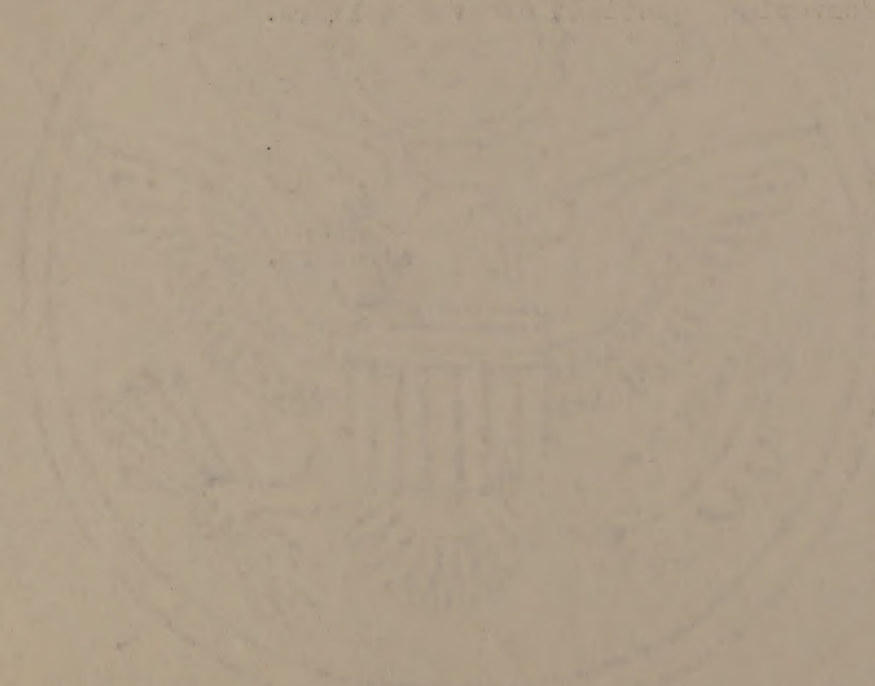


DEPARTMENT OF AGRICULTURE
WASHINGTON

TO THE SECRETARY OF AGRICULTURE
WASHINGTON, D. C.

FROM THE DIRECTOR OF THE BUREAU OF PLANT INDUSTRY
WASHINGTON, D. C.

1. The following is a list of the plants which are
being introduced into the United States from
foreign countries. The list is based on the
information received from the Bureau of Plant
Industry, and is subject to change as more
information is received. The list is intended
to give a general idea of the plants which are
being introduced, and is not intended to be
a complete list of all the plants which are
being introduced.



United States Department of Agriculture,
Bureau of Crop Estimates,

WASHINGTON, D. C.

June 20, 1917.

MEMORANDUM FOR MR. HARRISON.

Dear Mr. Harrison:

I transmit herewith a proposed amendment to Paragraph 7 of the Administrative Regulations, consisting of a change of the caption from "Titles of Scientific Employees" to "Titles and Salaries of Lump-fund Employees," and the inclusion of a sentence to the effect that "the proposed rate of salary should be selected from the annual salary tables in the Fiscal Regulations." The proposed change in the caption is recommended because the paragraph relates to titles and salaries of lump-fund employees and not to titles of scientific employees alone. In view of the fact that a revised and complete table of salaries is being included in the reprint of the Fiscal Regulations, the Committee believes that in selecting proposed rates of salary the annual salary tables which will appear in the Fiscal Regulations should be adhered to so far as practicable.

There appears to be no legal question involved in the amendments recommended, which, if approved, will be included in the revised Administrative Regulations.

Very truly yours,

Leon M. Estabrook

Chairman,
Advisory Committee on Finance and
Business Methods.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY
WASHINGTON, D. C.

OFFICE OF THE
DIRECTOR
WASHINGTON, D. C.

TO THE DIRECTOR, BUREAU OF PLANT INDUSTRY,
WASHINGTON, D. C.

FROM THE DIRECTOR, BUREAU OF PLANT INDUSTRY,
WASHINGTON, D. C.

SUBJECT: [Illegible]

RE: [Illegible]

DATE: [Illegible]



FILED
★ OCT 16 1936 W
Please return to
the Secretary's File Room

DEPARTMENT OF AGRICULTURE
WASHINGTON

June 21, 1917.

MEMORANDUM NO. 211.

Preparation and Dispatch of Telegrams.

In memorandum No. 181 of the Office of the Secretary, entitled "Preparation and Dispatch of Telegrams" issued December 13, 1916, attention was directed to paragraph 43 of the Fiscal Regulations of the Department, reading as follows:

"The telegraph must be used sparingly, and only when the delay in using the mail would be injurious to the public interests. Care should be taken to omit all unnecessary words. In a message from one employee to another, titles should not be used, and in a great many cases the names of the parties in both address and signature may be limited to single words. Numbers should be expressed in words, not in figures; ordinal numbers should not be abbreviated."

and also to the fact that careful inspection of outgoing telegrams indicated clearly that sufficient care was not being taken to eliminate unnecessary words. Chiefs of Bureaus, Divisions, and Offices were requested to give the matter immediate and careful consideration and to take such action as might be necessary to insure the careful and economical preparation of all telegrams. The following statements also appeared:

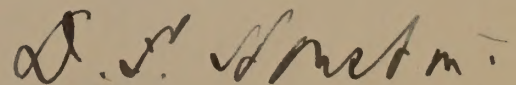
"Telegrams should be employed only when it is absolutely clear that letters will not serve the purpose. The use of straight telegrams should be restricted and advantage taken whenever possible of the day or night letter rates." (The words "day or night letter rates" should be changed to read "night rate".)

The above statements, with the other points touched upon in memorandum No. 181, cover generally the whole question of the use of telegrams by the Department, and outline the procedure to be followed.

Further investigation indicates that the instructions given in memorandum 181 have not been followed. Telegrams frequently are presented for my signature where it is quite clear that letters would serve the purpose. This is an important matter, and Chiefs of Bureaus, Divisions, and Offices are requested to read memorandum No. 181 carefully, to bring it specifically to the attention of the chiefs of offices, and to direct them to see that it reaches every employee of the Department having anything to do with the preparation of correspondence.

In order that the use of telegrams may be restricted to cases of necessity and that the number of words may be reduced to the minimum, it is believed that there should be designated in each Bureau, Division, and Office of the Department some one employee through whose hands will pass all telegrams before transmission to the telegraph office. It should be the duty of the person thus designated to see that no unnecessary words are used and also to see that no telegram is sent when a letter will answer the purpose. The cooperation of all employees is expected in order that the Department may handle its telegraph work in a business-like manner.

Please acknowledge receipt of this memorandum.



Secretary.

Memorandums

UNITED STATES DEPARTMENT OF AGRICULTURE
FOREIGN RELATIONS SERVICE
WASHINGTON, D. C.

June 16, 1917.

June 27, 1917.

MEMORANDUM FOR MR. HARRISON.

MEMORANDUM FOR MR. HARRISON:

Dear Mr. Harrison:

I acknowledge the receipt of memorandum No. 211 of June 21, 1917 covering the preparation and dispatch of telegrams.

Very truly yours,

Chief Clerk.

June 27, 1917.

MEMORANDUM FOR MR. HARRISON:

Dear Mr. Harrison:

I acknowledge the receipt of memorandum No. 211 of June

21, 1917 covering the proposition and dispatch of telegrams.

Very truly yours,

Chief Clerk.

Bard, California,

July 14, 1917.

Mr. D. F. Houston,

Secretary of Agriculture,

Washington, D. C.

Dear Sir:-

I beg to acknowledge receipt of memorandum No. 211.

Yours truly,

W. B. Camp

OFFICE OF
WESTERN IRRIGATION AGRICULTURE.

U. S. DEPARTMENT OF AGRICULTURE.

Official Business.

PENALTY FOR PRIVATE USE, \$300.



Mr. D. F. Houston,

Secretary of Agriculture,

Washington, D. C.



Memorandum 211

UNITED STATES DEPARTMENT OF AGRICULTURE,
STATES RELATIONS SERVICE,
WASHINGTON, D. C.

File

July 16, 1917.

MEMORANDUM FOR MR. HARRISON.

Dear Mr. Harrison:

We hereby acknowledge receipt of Memorandum No. 211 relative to preparation and dispatch of telegrams, and will give this matter our careful attention.

Very truly yours,

C. E. Johnson
Chief Clerk.

MEMBERS OF BOARD

J. A. WADE, Chairman, Montgomery
Commissioner of Agriculture and Industries
J. H. McCARY, Birmingham
President State Horticultural Society
J. F. DUGGAR, Auburn
Director of Experiment Station
O. F. E. WINBERG, Silver Hill
President Gulf Coast Horticultural Society
G. C. STARCHER, Auburn
State Horticulturist

**ALABAMA STATE
BOARD OF HORTICULTURE**

G. C. STARCHER
State Horticulturist
J. C. C. PRICE
Associate State Horticulturist
OTTO BROWN
C. L. ISBELL
Deputy Inspectors
Dr. W. E. HINDS
Consulting Entomologist
Dr. G. L. PELTIER
Consulting Plant Pathologist

AUBURN, ALA.

August 2nd, 1917.

Secretary,
U. S. Department of Agriculture,
Washington, D. C.

Dear Sir:-

I acknowledge receipt of Memorandum No. 211, dated June 21st, 1917, subject, "Preparation and Dispatch of Telegrams. I have forwarded copies to Chief Deputy, Dr. O.F.E. Winberg, in charge of citrus canker eradication work and to Sub-Deputy, John W. Pace, Mobile, Ala., assistant in the same work.

I am,

Yours very truly,

G. C. Starcher
State Horticulturist.

GCS::G

DEPARTMENT OF AGRICULTURE,
BUREAU OF CHEMISTRY,
WASHINGTON, D. C.

ADDRESS REPLY
CHIEF, BUREAU OF CHEMISTRY,
AND REFER TO

JUL -7 1917

file

THE SECRETARY:

Receipt is acknowledged of Memorandum No. 211, in regard to the preparation and dispatch of telegrams. Steps have been taken to insure that no unnecessary words are used in telegrams and that no telegram is sent when a letter will answer the purpose.

Respectfully,

W. H. Combs
Acting Chief.

MEMORANDUM

BUREAU OF ANIMAL INDUSTRY

JRG-WJ

C-5.013

June 30, 1917.

THE SECRETARY:

The receipt is acknowledged of your memorandum No.211 relative to the preparation and dispatch of telegrams, and every endeavor will be made by this Bureau to have the provisions of same complied with.

As suggested in the memorandum, an employee has been designated through whose hands all telegrams will pass before transmission to the telegraph office.

J. H. Moore
Acting Chief of Bureau.

United States Department of Agriculture,
Bureau of Plant Industry,

F

Office of Chief of Bureau.

File

Washington, D. C., July 2, 1917.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

Receipt of your Memorandum No. 211, dated June 21, "Preparation and Dispatch of Telegrams", is acknowledged. Continuous effort has been made in this bureau to conform to both the letter and spirit of the requirements of Paragraph 43 of the Fiscal Regulations and Memorandum No. 181 covering the use of telegrams by the Department.

Since the issue of Memorandum No. 181, all outgoing telegrams have been initialed by myself, or, in my absence, by the Associate Chief or Chief Clerk of the bureau, with a view not only to restricting the telegrams to cases where letters would not accomplish the end sought and of holding the number of words down to the minimum required for certainty of understanding by the recipient. It should be said in this connection, however, that messages which on their face do not appear to require telegraphic in distinction from mail transmission are found upon investigation to rest upon personal information possessed by the sender that they will not reach recipient in time to answer their purpose if forwarded by mail

1111

MEMORANDUM FOR THE SECRETARY

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1111

and Division of Telegrams, is acknowledged. Continuous effort has been made in this Bureau to conform to both the letter and spirit of the requirements of Paragraph 43 of the Fiscal Regulations and Memorandum No. 181 covering the use of telegrams by the Department.

Since the issue of Memorandum No. 181, all outgoing telegrams

have been initiated by myself, or, in my absence, by the Associate Chief

or Chief Clerk of the Bureau, with a view not only to restricting the

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of holding the number of words down to the minimum required for certainty

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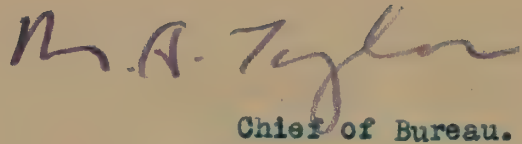
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1111

so that we find rather full knowledge of the status of the work is necessary to determine whether telegraphic transmission is required.

All heads of offices in this bureau have been notified to adhere closely to the regulations and to Memorandum No. 181 and to impress this upon their employees located in the field as well as those stationed in Washington.

Very truly yours,


Chief of Bureau.

1970

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY
1155 EAST 58TH STREET
CHICAGO, ILLINOIS 60637

TO: DR. J. H. DUNN, JR.
FROM: DR. J. H. DUNN, JR.

RE: [illegible]

DATE: [illegible]

BY: [illegible]

ACS:JRP

UNITED STATES DEPARTMENT OF AGRICULTURE,
BUREAU OF PLANT INDUSTRY.

HORTICULTURAL AND POMOLOGICAL
INVESTIGATIONS.

IN REPLYING, REFER TO: HP-

Washington, D. C., July 7, 1917.

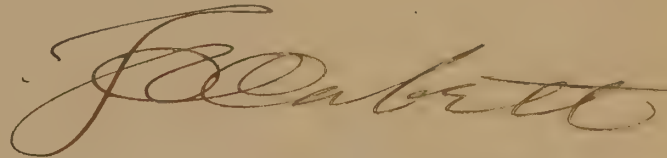
The Honorable

The Secretary of Agriculture.

Dear Mr. Secretary:

Receipt is hereby acknowledged of your memorandum
No. 211, relating to the preparation and dispatch of
telegrams.

Yours very truly,



Horticulturist in Charge.

United States Department of Agriculture,
Bureau of Markets,
Washington, D. C.

July 7, 1917. *file*

Hon. D. F. Houston,

Secretary of Agriculture.

Sir:

A number of copies of Department Memorandum No. 211, in regard to the preparation and dispatch of telegrams, has been received and distributed through this Bureau. Until recently all of our outgoing telegrams have been vised by an executive clerk and signed by the Chief. An exception has been made to this rule, providing that telegrams to our own men in the field may be signed by project leaders. Every message is carefully read in order to insure that it would not be practicable to handle the matter by mail and that the fewest possible words are used in the preparation of the telegram.

Respectfully,

Charles Evans
Chief.

and people of the world are in a state of
anarchy and confusion, and the only way
to bring about a state of order and
peace is by the establishment of a
world government.



United States
Department of Agriculture
Library

dm-jt
In your reply refer
to Number

Washington, D. C., 3 July 1917.

File

Memorandum for the Secretary:

Your Memorandum No. 211 regarding the preparation and dispatch of telegrams has been received. The instructions will be carefully observed.

C. C. Barnett

Librarian.

CRB/S

Department of Agriculture,

OFFICE OF THE SECRETARY,

Washington, D. C.

file
W. H.

OFFICE OF FARM MANAGEMENT.

July 3, 1917.

Memorandum for Mr. Harrison.

Receipt is hereby acknowledged of Memorandum No. 211,
"Preparation and Dispatch of Telegrams," dated June 21, 1917,
and in accordance therewith specific instructions have been
issued to all concerned.

Lisle Morrison

KCJ

Assistant to the Chief.



United States Department of Agriculture,
Division of Accounts and Disbursements,
Washington, D. C.

file

June 27, 1917.

The Honorable

The Secretary of Agriculture.

Sir:

I have the honor to acknowledge the receipt of Memorandum No. 211, dated June 21, 1917, regarding the preparation and dispatch of telegrams, the contents of which have been carefully noted. In this connection, permit me to state that paragraph 43 of the fiscal regulations has always been strictly observed in connection with telegrams prepared in this Division.

Very respectfully,

A. G. Appone
Chief of Division.

UNITED STATES DEPARTMENT OF AGRICULTURE,
BUREAU OF ENTOMOLOGY,
WASHINGTON, D. C.

July 6, 1917.

MEMORANDUM FOR MR. HARRISON.

Dear Mr. Harrison:

Receipt is acknowledged of Secretary's Memorandum
No. 211, "Preparation and Dispatch of Telegrams." I beg to
advise you that the instructions contained in this memorandum
will be carefully followed.

Very truly yours,

E. B. Leary

EBO-htc.

Executive Assistant.

UNITED STATES DEPARTMENT OF AGRICULTURE,
BUREAU OF PLANT INDUSTRY.

917-2

FORAGE-CROP INVESTIGATIONS.

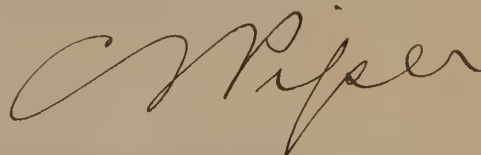
Washington, D. C., June 29, 1917.

Hon. D. F. Houston,
Secretary of Agriculture.

Dear Sir:

This is to acknowledge receipt of your Memorandum No. 211 of June 21, in reference to the matter of restricting the use of the telegraph to urgent public business. The contents of the memorandum have been carefully noted.

Yours very truly,

A handwritten signature in dark ink, appearing to read "C. W. Ripper". The signature is fluid and cursive, with a large initial "C" and a long, sweeping underline.

Agrostologist in Charge.

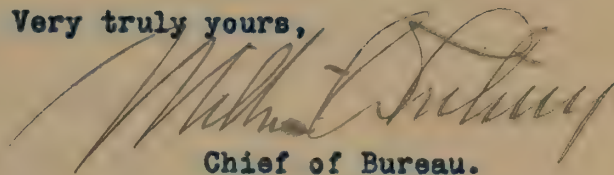
R
UNITED STATES DEPARTMENT OF AGRICULTURE,
BUREAU OF SOILS,
WASHINGTON, D. C.

June 30, 1917.

MEMORANDUM for the Secretary:

I beg to acknowledge receipt of Memorandum No. 211 relating to the preparation and dispatch of telegrams. Instructions contained therein will be carefully observed and the Chief Clerk of Bureau has been designated as the officer through whose hands all telegrams will pass for transmission to the telegraph office.

Very truly yours,


Chief of Bureau.

June 30, 1917.

MEMORANDUM FOR THE SECRETARY

I beg to acknowledge receipt of Memorandum No.

211 relating to the proposed new design of telephone.

Plans contained therein will be carefully observed and the Chief

Chief of Bureau has been designated as the officer to whom

hands all telegrams will pass for transmission to the telephone

office.

Very truly yours,

Chief of Bureau

United States Department of Agriculture,
Office of Markets and Rural Organization,
Washington, D. C.

June 28, 1917.

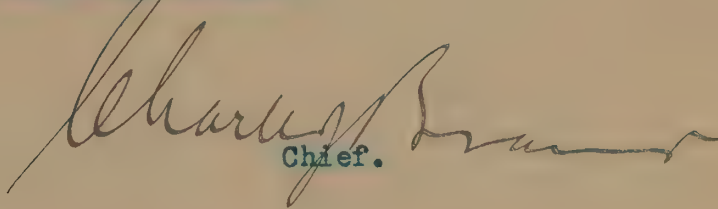
MEMORANDUM FOR THE SECRETARY

Dear Mr. Secretary:

This will acknowledge receipt of Memorandum No. 206,
dated June 9, 1917, "Regarding Delay in Reporting on Civil
Service Certifications".

Every effort will be made to comply with the condi-
tions of this Memorandum by this Office.

Very respectfully,


Chief.

June 21, 1917

MEMORANDUM FOR THE SECRETARY

Dear Mr. Secretary:

This will acknowledge receipt of Memorandum No. 206, dated June 9, 1917, "Regarding Delay in Reporting on Civil Service Examinations."

Every effort will be made to comply with the conditions of this Memorandum by this Office.

Very truly,
J. H. C.

United States Department of Agriculture,
Bureau of Crop Estimates,

WASHINGTON, D. C.

June 27, 1917.

The Honorable

The Secretary of Agriculture.

Dear Mr. Secretary:

Receipt is acknowledged of Memorandum No. 211, "Preparation and Dispatch of Telegrams." Instructions have been issued that the telegraph be used only when absolutely necessary and that no unnecessary words be used in the preparation of telegrams.

Very respectfully,

Levi M. Estabrook

Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE,
BUREAU OF PLANT INDUSTRY.

ARLINGTON EXPERIMENTAL FARM.

Rosslyn, Va., June 28, 1917.

The Honorable,

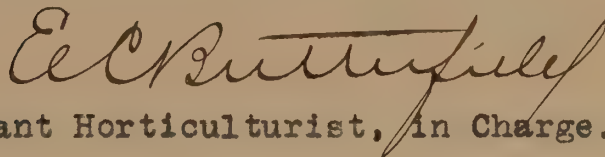
The Secretary of Agriculture.

Sir:

I have the honor to acknowledge receipt of
Memorandum No. 211 relative to Preparation and Dispatch
of Telegrams.

Same is fully understood and will be complied
with.

Very truly yours,



Assistant Horticulturist, in Charge.



UNITED STATES DEPARTMENT OF AGRICULTURE,
OFFICE OF PUBLIC ROADS AND RURAL ENGINEERING,
WASHINGTON, D. C.

IN YOUR REPLY PLEASE
REFER TO FILE No. P-1

June 28, 1917.

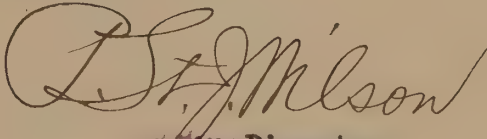
The Honorable,

The secretary of Agriculture.

S i r:

I have the honor to acknowledge herewith receipt of your memorandum of June 9 regarding delay in reporting upon Civil Service Certifications. This Office will make a special effort to return all certifications within the time specified in your memorandum.

Very respectfully,


Director.

UNITED STATES DEPARTMENT OF AGRICULTURE,
WEATHER BUREAU.
OFFICE OF THE CHIEF,
WASHINGTON, D. C.

June 27, 1917.

MEMORANDUM FOR THE SECRETARY.

Receipt is hereby acknowledged of Memorandum 211,
dated June 21, 1917, concerning preparation and dis-
patch of telegrams.

Very respectfully,

C. H. Marvin

Chief of Bureau.



UNITED STATES DEPARTMENT OF AGRICULTURE,
DIVISION OF PUBLICATIONS,
WASHINGTON, D. C.

HC

June 28, 1917.

The Honorable

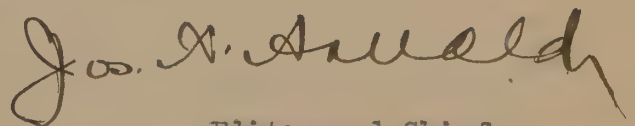
The Secretary of Agriculture.

Sir:

Receipt is acknowledged of your memorandum dated June 21, 1917, in regard to the Preparation and Dispatch of Telegrams. In compliance with the request contained therein, this Division will continue to exercise care in the preparation of telegrams, and to limit the use of the same to absolute necessity.

The Chief Clerk of this Division has been designated to pass upon all telegrams before transmission to the telegraph office, and every effort will be made to see that no telegram is sent where a letter would answer the purpose.

Respectfully,

A handwritten signature in dark ink, appearing to read "J. A. Arnold". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Editor and Chief.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SOLICITOR
WASHINGTON

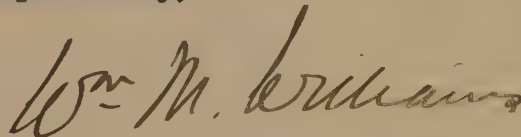
MEMORANDUM.

June 28, 1917.

THE SECRETARY:

Receipt is acknowledged of memorandum No. 211 on the subject of the preparation and dispatch of telegrams. The instructions therein contained will be carefully complied with.

Respectfully,

A handwritten signature in cursive script, reading "Wm. M. Williams".

Solicitor.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF BIOLOGICAL SURVEY
WASHINGTON, D. C.

ADDRESS REPLY TO
CHIEF, BUREAU OF BIOLOGICAL SURVEY,
AND REFER TO

June 28, 1917.

Hon. D. F. Houston,
Secretary of Agriculture.

Sir:

I hereby acknowledge receipt of your Memorandum No. 211, relating to the sending of telegrams. The heads of divisions in this Bureau have again been instructed in this matter and furnished with a copy of your memorandum. The Chief Clerk of Bureau has been designated to scrutinize with care all outgoing messages as to the practicability of sending the information by mail, and to eliminate unnecessary words.

Very respectfully,

A handwritten signature in dark ink, appearing to read "E. Nelson", written in a cursive style.

Chief, Biological Survey.

N:J

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

FOREST APPEALS.

June 28, 1917.

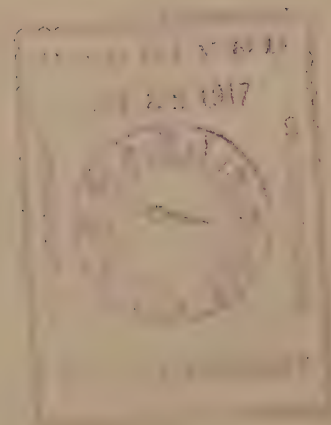
Mr. Secretary:

I have received your Memorandum No. 211 in reference to the preparation and dispatch of telegrams, and the instructions contained therein will be carefully observed.

Respectfully,

Thomas E. Shearman,

Attorney in Charge.



UNITED STATES DEPARTMENT OF AGRICULTURE,
INSECTICIDE AND FUNGICIDE BOARD,
WASHINGTON, D. C.

ADDRESS ALL CORRESPONDENCE
TO THE INSECTICIDE AND FUNGICIDE
BOARD.

In reply refer to

June 26, 1917.

To the Honorable

The Secretary of Agriculture.

Sir:-

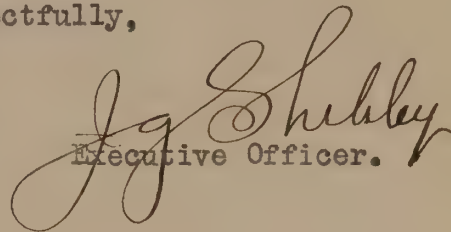
Receipt is acknowledged of Memorandum No. 211 relative to the preparation and despatch of telegrams.

It is the present practice of the Board to require that all telegrams receive the approval of the Executive Officer of the Board before sending to the telegraph office.

The greatest care will be exercised with a view to meeting fully the requirements of Memoranda 181 and 211.

Very respectfully,

JGS/LWC


Executive Officer.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

42 80

OFFICE OF EXHIBITS

June 27, 1917.

OFFICE OF THE SECRETARY:

Receipt is hereby acknowledged of two copies of Memorandum No. 211, Preparation and Dispatch of Telegrams, in accordance with the last paragraph thereof.

F. Lauson-Scribner

Expert on Exhibits.

UNITED STATES DEPARTMENT OF AGRICULTURE,
OFFICE OF CHIEF CLERK,
WASHINGTON, D. C.

June 27, 1917.

MEMORANDUM FOR MR. HARRISON:

Dear Mr. Harrison:

I acknowledge the receipt of memorandum No. 211 of June 21, 1917 covering the preparation and dispatch of telegrams.

Very truly yours,


Chief Clerk.



UNITED STATES DEPARTMENT OF AGRICULTURE
FOREST SERVICE
WASHINGTON

ADDRESS REPLY TO
THE FORESTER
AND REFER TO:

0
Supervision

Full
July 2, 1917.

The Secretary of Agriculture,

Sir:

Memorandum No. 211, entitled "Preparation and Dispatch of Telegrams", is received.

The suggestion for having all telegrams pass through the hands of some one designated employee has been given very careful consideration. To accomplish the desired results it would appear quite necessary to have the Acting Forester censor all outgoing telegrams. He, of course, is in close touch with the work of the Service and is probably the only person in the office, if some one person is designated, who could intelligently indicate whether telegrams in certain cases are necessary or if letters would suffice. To be sure, any one of a number of employees here could review telegrams for redundancy. It should be explained that all outgoing telegrams from this office are signed either by The Forester or myself (when I am in Washington), or by the men in charge of the various branches. These men are holding responsible positions and it is felt that each one is making a conscientious effort in the sparing use of the telegraph. If a chief clerk were employed in this office,



The Secretary

as is done in some of the other Bureaus, the suggestion made in your memorandum could be put into effect very easily. It is my feeling now that the time I would necessarily have to spend in reviewing telegrams and the correspondence leading up to the preparation of the telegrams would involve considerable time which should be used in other directions. While I do not wish to give the impression that greater care in the preparation of telegrams is not possible in the Forest Service and that we are above criticism-- we have probably been remiss at times in using the telegraph where letters might have sufficed, and have also included excess words-- I know that during the past two years the use of night telegrams has increased considerably. As you know, the business of the Forest Service is increasing rapidly, and because of this it is rather significant to note that while the telegraphic charges for the Forest Service for the fiscal year 1916 were \$5,700, the costs for the last fiscal year up to June 1 were only \$3,400. In accordance with your suggestion, I shall be glad to call attention again to Memo. No. 181 and direct that its provisions be strictly complied with.

Please do not misunderstand that I am opposed to the principle involved in the centralized plan for scrutiny of outgoing telegrams, for it cannot be gainsaid that it is in accordance with up-to-date business practice. Still, in view of our system of signing telegrams in this office, the

The Secretary

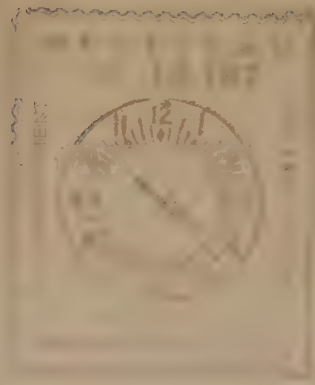
authority being granted to only the few men who are chiefs of branches and are qualified in every respect to determine matters in reference to the use of the telegraph, my feeling now is that the adoption of the proposed system by the Forest Service would not only create additional burdens and delays, but its results would be questionable from the standpoint of economy.

Very truly yours,

A handwritten signature in dark ink, appearing to read "A. J. Potter". The signature is fluid and cursive, with a long horizontal stroke at the end.

Acting Forester

m-



FILED
★ OCT 16 1926
U. S. DEPARTMENT OF AGRICULTURE
WASHINGTON

DEPARTMENT OF AGRICULTURE
WASHINGTON

July 13, 1917.

MEMORANDUM NO. 212.

Regarding the Development of Arlington Farm.

The development of Arlington Farm and the improvement of Arlington Cemetery and Potomac Park makes it essential that very thorough and careful consideration be given to all changes in the general plan of the Farm and to the erection of buildings necessary for the prosecution of the activities of the Department. I have accordingly appointed a committee, consisting of Mr. L. C. Corbett, Bureau of Plant Industry, Chairman, Mr. M. C. Betts, Office of Public Roads and Rural Engineering, and Mr. F. L. Mulford, Bureau of Plant Industry, to formulate plans for the future development of Arlington Farm and to consider the location of all buildings which the Department may hereafter desire to erect there. The committee, with the approval of the Fine Arts Commission, also will suggest to those bureaus of the Department having occasion to erect buildings the general type of structure which will harmonize with the plans for the development of the Farm.

D. V. S. McNamee
Secretary.

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DEPARTMENT OF AGRICULTURE
WASHINGTON

June 27, 1917.

MEMORANDUM NO. 212.
(Superseding Memorandum 43).

Appointment of Member of Board of Awards.

Mr. F. C. More, Assistant Chief Clerk of Department, is hereby appointed a member of the Board of Awards, to act when necessary to insure the presence of two members in considering proposals submitted to the Department.

The present personnel of the Board is as follows:

R. M. Reese, Chief Clerk of Department, Chairman,
F. E. Meloy, Property Clerk, Bureau of Plant Industry.
C. C. Carroll, Chief Clerk, Bureau of Animal Industry.
F. C. More, Assistant Chief Clerk of Department.

D. F. McIntire
Secretary.

DEPARTMENT OF AGRICULTURE
Office of the Secretary
WASHINGTON

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Secretary's File Room

July 16, 1917.

MEMORANDUM NO. 213.

Relative to discharge of certain employees from military service
under the Selective Service Law.

Numerous inquiries having been received with reference to
the selective military draft regulations as applicable to employees
of this Department, the following is given for the guidance of
Chiefs of Bureaus, Divisions, and Offices, and of employees con-
cerned.

1.

Employees who may claim discharge from
draft because of Federal Service.

The rules and regulations prescribed by the President pur-
suant to the Act of Congress for the government of local and dis-
trict boards, provide for the discharge from the draft of any per-
son employed in the service of the United States who has been
drafted and who is necessary to the adequate and effective opera-
tion of the branch of the service of the Federal Government in
which employed and who cannot be replaced by another person with-
out substantial material loss in the adequate and effective oper-
ation of the Federal Service.

(See section 20 of the rules and regulations, an abstract of which is inclosed herewith and marked Exhibit A).

No doubt employees of this Department in Washington and at outside stations, including men in agricultural extension work who are paid wholly or in part from Federal funds and who come within the definition as given in subdivision (e) of section 20 (Exhibit A) will be drafted.

2.

Designation of officials to file claims
for discharge.

The Chief of each Bureau, independent Division or independent Office, promptly after receipt of this memorandum, must submit to the Secretary, for his approval, a memorandum designating, by classes or otherwise, the responsible officials in the Bureau, independent Division or independent Office who shall be charged with the duty of preparing and filing claims for the discharge of registered persons in the service of the Bureau, independent Division or independent Office.

who are necessary to the adequate and effective operation of the Bureau, Division or Office in which he is employed and who can not be replaced by other persons without

Notice of draft and preparation and filing of
claim for discharge therefrom.

Whenever an employee of this Department receives notice from the local board or otherwise that he has been called for examination, he must comply with the terms of the notice and must, immediately

substantial material loss in the adequate and effective operation of the Federal Service.

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upon receipt of the notice from the local board or otherwise, inform the official designated by the Chief of his Bureau, independent Division or independent Office to file claims for discharge of the fact that he has been notified.

4.

If the adequate and effective operation of this Department requires the discharge from the draft of any employee coming within the terms of subdivision (e) of said section 20, such discharge should be secured in the following manner:

The official designated by the Chief of Bureau, independent Division or independent Office to file claims for discharge should file with the local board on or before the seventh day after the mailing by the local board of notice of such employee's being called for examination, a claim for the discharge of the employee on a form (No. 121 or 122) prepared by the Provost Marshal General and furnished by said board. (See section 20, Exhibit A).

Local Boards.

In every county in the United States and for every city of over 30,000 there are one or more local exemption boards. Each of such boards has charge of the registration cards of persons registered in the area over which the board has jurisdiction, and has jurisdiction of all claims for exemption and discharge except those based on industrial grounds.

The official designated by the Chief of Bureau, independent Division or independent Office who files a claim for discharge as above directed, if such official is in Washington, must immediately deliver a written statement to, and if not in Washington, must immediately telegraph, the chief of his Bureau, independent Division or independent Office in Washington, giving the name of the employee sought to be discharged and such additional information as may be necessary to enable the Chief of such Bureau, independent Division or independent Office to determine whether the affidavit provided for in subdivision (e) of said section 20, should be made. Immediately upon receipt of information that a claim for discharge has been filed in respect of any employee, the chief of such Bureau, independent Division or independent Office will determine whether the employee comes within the terms of subdivision (e) of section 20, and if he determines affirmatively, he should promptly, and in every instance within ten days after filing of the claim for discharge, make and FILE with the local board the affidavit required by subdivision (e) of said section 20. The affidavit must be on a form (No. 127) prepared by the Provost Marshal General, and it must state that such employee is, in the opinion of the chief of such Bureau, independent Division or independent Office, necessary to the adequate and effective operation of the Department and cannot be replaced by another person without substantial material loss in the

adequate and effective operation of the Department. (See subdivision (e) of section 20, Exhibit A).

When a claim for discharge is filed, notice of such filing and the reasons given for the claim must be immediately reported to this office in writing by the chief of the Bureau, independent Division or independent Office.

5.

An appeal, if claim denied.

If the local board denies the claim for discharge, the employee upon receipt of notice of such denial shall immediately notify the official designated by the Chief of Bureau, independent Division or independent Office to file claims for discharge, and such official shall file an appeal to the district board.

The claim of appeal (Form No. 153 or 154) and the notice thereof (Form 151 or 152) must be filed and given within ten days after the mailing of the notice that the claim is denied.

The steps for taking the appeal are clearly set out in section 26 of the rules and regulations, a copy of which is attached hereto marked Exhibit B.

When an appeal has been taken, it should likewise be immediately reported to this office in the usual manner.

6.

Action on appeal by district board.

As soon as notice is received of the allowance or the disallowance by the district board of a claim for discharge, the official designated by the Chief of Bureau, independent Division or independent Office to file claims for discharge shall notify the chief of his Bureau, independent Division or independent Office by wire if necessary, and the said Chief will promptly lay the matter before the Secretary.

7.

Persons working in cooperation with this Department, but no part of whose salaries is paid by the Federal Government.

With reference to extension agents and State officers supervising agricultural extension work, no part of whose salaries is paid by the Federal Government, and who are being paid from local funds, and who are working in cooperation with and under the cooperative direction of this Department and of the State agricultural colleges, inquiry has been addressed to the War Department for a ruling as to their status under the discharge provisions of the rules and regulations. This Department has not yet received a reply to that inquiry, but a reply is expected at an early date and information will be sent to persons requesting same.

8.

For a brief concise statement of the Selective Service Law and the Rules and Regulations thereunder, generally, your attention is directed to "INFORMATION FOR PERSONS REGISTERED UNDER THE SELECTIVE SERVICE LAW," appearing in Official Bulletin of Monday, July 9, 1917, pp. 6 and 7.

9.

The selective draft law and the rules and regulations thereunder were promulgated by the Secretary of War on June 30, 1917, and are published by the War Department in a pamphlet entitled:

RULES AND REGULATIONS PRESCRIBED
BY THE PRESIDENT

FOR LOCAL AND DISTRICT BOARDS

Under the authority vested in him by the terms of
the Act of Congress

TO AUTHORIZE THE PRESIDENT TO INCREASE
TEMPORARILY THE MILITARY ESTABLISH-
MENT OF THE UNITED STATES

APPROVED MAY 18, 1917

FORM 13.



Secretary.

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Exhibit A.

From rules and regulations prescribed by the President for local and district boards under authority of Act of Congress to authorize the President to increase the Military Establishment of the United States, approved May 18, 1917.

Sec. 20. Persons or classes of persons to be discharged by a local board. -- The following persons or classes of persons shall, if called for service by any local board and not discharged as physically deficient or exempted in accordance with the regulations hereinbefore prescribed, be discharged by such local board upon a claim for discharge being made and filed by or in respect of any such person, and substantiated in the opinion of the local board, and a certificate of absolute, conditional or temporary discharge, as the case may require, issued to any such person.

The claim to be discharged must be made by such person, or by some other person in respect of such person, on a form (Use Form No. 121 or 122) prepared by the Provost Marshal General and furnished by the local boards for that purpose. Such claim must be filed with the local board on or before the seventh day after the mailing by the local board of the notice required to be given such person of his having been called for service.

The statement on the registration card of any person that discharge is claimed shall not be construed or considered as the presentation of a claim for discharge.

* * * * *

(a) * * * * *

Any person employed in the service of the United States, upon presentation to such local board at any time within 10 days after the filing of a claim of discharge by or in respect of such person, of an affidavit (Use Form No. 127) signed by the official of the Government of the United States having direct supervision and control of the department, commission, board, bureau, division, or branch of the Government of the United States in which such person is employed stating that such person is, in his opinion, necessary to the adequate and effective operation of such department, commission, board, bureau, division, or branch in the service of the United States and can not be replaced by another person without substantial material loss in the adequate and effective operation of said department, commission, board, bureau, division, or branch in the service of the United States.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

Exhibit "B".

Sec. 26. Appeals from local boards to district boards.- An appeal may be taken by or in respect of any person called for service by any local board from the final decision of such local board, disposing of a claim for exemption or discharge, to the district board having jurisdiction in the area in which such local board is located.

The person called, or the person who filed the claim for exemption or discharge in respect of such person, must file with such local board a claim of appeal, if an appeal is taken on a form (No. 153 or 154) prepared by the Provost Marshal General and furnished by the local boards for that purpose and must give notice of the filing of such claim of appeal to the district board having jurisdiction on a form (No. 151 or 152) prepared by the Provost Marshal General and furnished by the local boards for that purpose.

Any such claim of appeal and the notice thereof must be filed and given within 10 days after the mailing of a notice to such person and to the person who filed the claim of exemption or discharge in respect of such person that the claim of exemption or discharge is denied.

Upon such claim of appeal being filed with the local board it shall be the duty of such local board, if it has not already done so, to forward to the district board having jurisdiction all affidavits and records in connection with the claim filed by such person or in respect of such person for exemption or discharge.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

Article 100

appeal may be taken by or in respect of any person called for service by any local board from the final decision of such local board, dis- posing of a claim for exemption or discharge, to the district board having jurisdiction in the area in which such local board is located.

The person called, or the person who filed the claim for exemp- tion or discharge in respect of such person, must file with such local board a claim of appeal, if an appeal is taken on a form (No. 153 or

154) prepared by the Provost Marshal General and furnished by the local boards for that purpose and must give notice of the filing of such claim of appeal to the district board having jurisdiction on a form (No. 151 or 152) prepared by the Provost Marshal General and fur- nished by the local boards for that purpose.

Any such claim of appeal and the notice thereof must be filed and given within 10 days after the mailing of a notice to such person and to the person who filed the claim of exemption or discharge in respect of such person that the claim of exemption or discharge is

denied.

Upon such claim of appeal being filed with the local board it shall be the duty of such local board, if it has not already done so, to forward to the district board having jurisdiction all affidavits and records in connection with the claim filed by such person or in respect of such person for exemption or discharge.

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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

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No appeal can be taken, or can be allowed to be taken by order of any local board or district board, from any order or decision of any local board, except from the final decision on a claim of exemption or discharge filed by or in respect of a person called by a local board for service.

A local board may allow an appeal to be taken from its final decision after the expiration of the designated time within which a claim of appeal may be filed, provided it is shown to the satisfaction of the local board having jurisdiction that the failure to file such claim of appeal within the designated time arose because of the necessary absence of the claimant or because the illness of the claimant prevented the filing of such claim, or for any other cause or reason which appears to the local board to afford a reasonable ground for allowing the claim of appeal to be filed.

In the event that any such application for leave to file a claim of appeal is granted, notice (Form No. 155) of the extension of time shall be given by the local board to the district board having jurisdiction and a like extension of time shall be granted for notice to be given to the district board of the filing of the claim of appeal.

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OFFICE OF THE SECRETARY
WASHINGTON

No appeal can be taken, or can be allowed to be taken, by order
of the Secretary, except from the final decision on a claim of exemption
or discharge filed by or in respect of a person called by a local

A local board may allow an appeal to be taken from its final

decision after the expiration of the designated period.

Such an appeal shall be taken within the designated period.

Such an appeal shall be taken within the designated period.

Such an appeal shall be taken within the designated period.

Such an appeal shall be taken within the designated period.

Such an appeal shall be taken within the designated period.

Such an appeal shall be taken within the designated period.

Such an appeal shall be taken within the designated period.

In the event that any such application for leave to file a

claim of appeal is granted, notice (Form No. 155) of the extension

of time shall be given by the local board to the district board

for notice to be given to the district board of the filing of the

claim of appeal.

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DEPARTMENT OF AGRICULTURE
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Exhibit "C".

Sec. 44. Procedure of district boards in cases where a district board has exclusive original jurisdiction under the terms of said act of Congress.- District boards have exclusive original jurisdiction, in respect of any person whose name has been certified to a district board as called by a local board within its jurisdiction and who has not been exempted or discharged, to hear and determine all questions or claims for including or excluding or discharging any such person arising under the following provision of said act of Congress authorizing the President to exclude or discharge -

persons engaged in industries, including agriculture, found to be necessary to the maintenance of the Military Establishment, or the effective operation of the military forces, or the maintenance of national interest during the emergency.

A claim for discharge under this provision of said act of Congress may be filed with a district board by, or in respect of, any person whose name has been certified to the district board by a local board within the jurisdiction of such district board as one called for service by such local board and not exempted or discharged.

Any such claim (Form No. 161 or 161a) for discharge must be filed with the district board on a form provided by the Provost Marshal General and supplied by district boards and local boards for that purpose on or before the fifth day after the mailing by a local board of notice to such person that his name has been certified to such district board as called for service and not exempted or discharged.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY

WASHINGTON

January 10, 1907

Re: District Board in cases where a dis-

trict board has been organized. - District boards have exclusive jurisdiction

to a district board as called by a local board within its jurisdiction and who has not been exempted or discharged, to hear and determine all matters or claims for including or excluding or discharging any person known existing under the following provision of said act of

the President to exclude or discharge -

1. Any person who is engaged in the service of the United States in any capacity, whether as a soldier, sailor, or in any other capacity, and who is not exempted or discharged, shall be subject to the jurisdiction of the district board.

2. Any person who is engaged in the service of the United States in any capacity, whether as a soldier, sailor, or in any other capacity, and who is not exempted or discharged, shall be subject to the jurisdiction of the district board.

3. Any person who is engaged in the service of the United States in any capacity, whether as a soldier, sailor, or in any other capacity, and who is not exempted or discharged, shall be subject to the jurisdiction of the district board.

4. Any person who is engaged in the service of the United States in any capacity, whether as a soldier, sailor, or in any other capacity, and who is not exempted or discharged, shall be subject to the jurisdiction of the district board.

5. Any person who is engaged in the service of the United States in any capacity, whether as a soldier, sailor, or in any other capacity, and who is not exempted or discharged, shall be subject to the jurisdiction of the district board.

6. Any person who is engaged in the service of the United States in any capacity, whether as a soldier, sailor, or in any other capacity, and who is not exempted or discharged, shall be subject to the jurisdiction of the district board.

7. Any person who is engaged in the service of the United States in any capacity, whether as a soldier, sailor, or in any other capacity, and who is not exempted or discharged, shall be subject to the jurisdiction of the district board.

8. Any person who is engaged in the service of the United States in any capacity, whether as a soldier, sailor, or in any other capacity, and who is not exempted or discharged, shall be subject to the jurisdiction of the district board.

9. Any person who is engaged in the service of the United States in any capacity, whether as a soldier, sailor, or in any other capacity, and who is not exempted or discharged, shall be subject to the jurisdiction of the district board.

10. Any person who is engaged in the service of the United States in any capacity, whether as a soldier, sailor, or in any other capacity, and who is not exempted or discharged, shall be subject to the jurisdiction of the district board.

11. Any person who is engaged in the service of the United States in any capacity, whether as a soldier, sailor, or in any other capacity, and who is not exempted or discharged, shall be subject to the jurisdiction of the district board.

12. Any person who is engaged in the service of the United States in any capacity, whether as a soldier, sailor, or in any other capacity, and who is not exempted or discharged, shall be subject to the jurisdiction of the district board.

13. Any person who is engaged in the service of the United States in any capacity, whether as a soldier, sailor, or in any other capacity, and who is not exempted or discharged, shall be subject to the jurisdiction of the district board.

14. Any person who is engaged in the service of the United States in any capacity, whether as a soldier, sailor, or in any other capacity, and who is not exempted or discharged, shall be subject to the jurisdiction of the district board.

15. Any person who is engaged in the service of the United States in any capacity, whether as a soldier, sailor, or in any other capacity, and who is not exempted or discharged, shall be subject to the jurisdiction of the district board.

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The statement on the registration card of any such person that exemption or discharge is claimed shall not be construed or considered as the presentation of a claim for discharge.

Such a claim may be filed by or in respect of any such person on any of the following grounds:

1. That he is actually engaged in a particular, designated, industrial enterprise, or in a particular, designated, agricultural enterprise necessary to the maintenance of the Military Establishment; that his continuance therein is necessary to the maintenance thereof, and that he can not be replaced by another person without direct substantial material loss and detriment to the adequate and effective operation of the enterprise in which he is engaged.

2. That he is actually engaged in a particular, designated, industrial enterprise, or in a particular, designated, agricultural enterprise necessary to the effective operation of the military forces; that his continuance therein is necessary to the maintenance thereof, and that he can not be replaced by another person without direct substantial material loss and detriment to the adequate and effective operation of the enterprise in which he is engaged.

3. That he is actually engaged in a particular, designated, industrial enterprise, or in a particular, designated, agricultural enterprise necessary to the maintenance of the national interest during the emergency; that his continuance therein is necessary to the maintenance thereof, and that he can not be replaced by another person without direct substantial material loss and detriment to the

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

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exemption or discharge is claimed shall not be construed or considered as the presentation of a claim for discharge.

Such a claim may be filed by or in respect of any such person on

1. That he is actually engaged in a particular, designated,

agricultural, designated, agricultural

and otherwise necessary to the maintenance of the Military

and his continuance therein is necessary to the maintenance thereof,

that he can not be replaced by another person without direct sub-

. That he is actually engaged in a particular, designated,

and otherwise necessary to the effective operation of the military

forces; that his continuance therein is necessary to the maintenance

2. That he is actually engaged in a particular, designated,

agricultural, designated, agricultural

and otherwise necessary to the maintenance

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DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY
WASHINGTON

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adequate and effective operation of the enterprise in which he is engaged.

The word "necessary" as used in said act of Congress shall be construed and held to mean that the discontinuance of, or serious interruption in, the particular, designated, industrial enterprise, or the particular, designated, agricultural enterprise in which the person is engaged would result in substantial material loss and detriment to the adequate and effective maintenance of the Military Establishment, or the adequate and effective operation of the military forces, or the maintenance of national interest during the emergency.

The word "necessary" as used in the phrase "that his continuance therein is necessary to the maintenance thereof" in these regulations shall be construed and held to mean that the withdrawal of the labor or service of such person would directly result in substantial material loss and detriment to the adequate and effective operation of the particular, designated, industrial enterprise or particular, designated, agricultural enterprise in which such person is engaged.

Affidavits in support of or in opposition to any such claim shall be filed within five days after the filing of a claim for discharge by or in respect of any such person.

The words of the act "persons engaged in industries, including agriculture," shall not be construed and held to mean that a person engaged in a particular industrial enterprise or particular agricultural enterprise is entitled to be discharged by reason of the fact that such class of industry, taken as a whole, or agriculture, taken in its entirety, is necessary to the maintenance of the Military Establishment,

DEPARTMENT OF AGRICULTURE
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and the Secretary of Agriculture shall have the right to

thereof.

The Secretary of Agriculture shall have the right to

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and the Secretary of Agriculture shall have the right to

shall be construed and held to mean that the withdrawal of the labor

or service of such person would directly result in substantial material

loss and damage to the agricultural or industrial enterprise in which

such person is engaged.

agricultural enterprise in which such person is engaged.

and the Secretary of Agriculture shall have the right to

and the Secretary of Agriculture shall have the right to

change by or in respect of any such person.

and the Secretary of Agriculture shall have the right to

"agriculture," shall not be construed and held to mean that a person

engaged in a particular industrial enterprise or particular agricultural

enterprise is entitled to be discharged by reason of the fact that such

person is engaged in such enterprise.

it is necessary to the maintenance of the Military Establishment,

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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON.

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or the effective operation of the military forces or the maintenance of national interest during the emergency.

In order to substantiate any such claim the evidence submitted must establish that the particular, designated, industrial enterprise or particular, designated, agricultural enterprise is necessary to the maintenance of the Military Establishment, or the effective operation of the military forces, or the maintenance of national interest during the emergency.

The evidence must also establish, even if the particular industrial enterprise or particular agricultural enterprise is found necessary for one of the above purposes, that the continuance of such person therein is necessary for the maintenance thereof, and that he can not be replaced by another person without direct substantial material loss and detriment to the adequate and effective operation of the particular industrial enterprise or particular agricultural enterprise in which he is engaged.

In order to assist in securing uniformity in decision and practice of district boards and to provide for cooperation and coordination between the necessities of the Military Establishment, the military forces and national interest, and the industries, including agricultural, found to be necessary to the maintenance of the Military Establishment or the effective operation of the military forces or the maintenance of national interest during the war, the President may, however, in his discretion, from time to time ascertain and determine which industries, including any agricultural industries, or classes of industries, including agricultural industries, are necessary for the purposes specified in said act of Congress, and may certify to the respective

DEPARTMENT OF AGRICULTURE
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on the effective operation of the military forces or the maintenance

of national interest during the emergency.

In order to substantiate any such claim the evidence submitted

must show that the person or persons claiming such interest

are in a position to render substantial aid to the military

forces or the maintenance of the military forces or the

effective operation of the military forces or the maintenance

of national interest during the emergency.

The evidence must also establish, even if the particular industrial

enterprise is not in a position to render substantial aid to the

military forces or the maintenance of the military forces or the

effective operation of the military forces or the maintenance

of national interest during the emergency, that the person or persons

claiming such interest are in a position to render substantial aid to the

military forces or the maintenance of the military forces or the

effective operation of the military forces or the maintenance

of national interest during the emergency.

In order to assist in securing uniformity in decision and practice

of district boards and to provide for cooperation and coordination

between the necessities of the Military Establishment, the military

forces and national interest, and the industries, including agricultural,

found to be necessary to the maintenance of the Military Establishment

on the effective operation of the military forces or the maintenance

of national interest during the war, the President may, however, in his

discretion, from time to time ascertain and determine which indus-

tries are in a position to render substantial aid to the military

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WASHINGTON

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with the force and effect of regulations prescribed by the President in accordance with the terms of said act of Congress, that a designated industry, including any agricultural industry or a designated class of industrial or agricultural enterprises is or are necessary for one of the purposes specified in said act of Congress.

In the event that any industrial enterprise or agricultural enterprise is included among those so certified, the evidence submitted to the district board must nevertheless establish the facts that the continuance therein of the person, by whom or in respect of whom the claim is made, is necessary to the maintenance thereof, and that he can not be replaced by another person without direct substantial material loss and detriment to the adequate and effective operation of the particular industrial enterprise or particular agricultural enterprise in which he is engaged.

It shall be the duty of each district board to ascertain by its own methods the existing conditions in industries that may be claimed to be necessary within the meaning of the act of Congress and these regulations and the agricultural conditions as a whole within its jurisdiction, as they may be affected by the drafting into the military service of the men called by the respective local boards within its jurisdiction.

It shall also be the duty of each district board to ascertain as near as may be the labor supply available for such necessary industries and for agriculture outside of the men called for military service;

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

with the force and effect of regulations prescribed by the President in accordance with the terms of said act of Congress, that a designated industry, including any agricultural industry or a designated class of industrial or agricultural enterprises is or are necessary for one of the purposes specified in said act of Congress.

In the event that any industrial enterprise or agricultural

the continuance therein of the person, by whom or in respect of whom

he can not be replaced by another person without direct substantial

enterprise in which he is engaged.

It shall be the duty of each district board to ascertain by its

own methods the existing conditions in industries that may be claimed

to be necessary within the meaning of the act of Congress and these

regulations and the agricultural conditions as a whole within its

jurisdiction, as they may be affected by the drafting into the military

service of the men called by the respective local boards within

It shall also be the duty of each district board to ascertain

the labor supply available for such necessary industries

and the agriculture outside of the men called for military service;

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DEPARTMENT OF AGRICULTURE
WASHINGTON

July 13, 1917.

MEMORANDUM NO. 214.

Proclamations, Orders, Forms, Certifications, etc.

Heretofore it has been the custom to append to proclamations, orders, forms, certifications, etc., an attestation clause reading "Done at the City of Washington" etc. The attention of the Department has been called to the fact that since February 21, 1871, there has been no "City of Washington", as Congress on that date repealed the charters of Washington, Georgetown and the "Levy Court," and created instead the one municipality of the District of Columbia.

It is therefore directed that, when the present supply of printed forms has been exhausted, the expression "Done in the District of Columbia" be used instead of "Done at the City of Washington".

D. S. S. Smith

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SOLICITOR
WASHINGTON

JUL 13 1917

MR. HARRISON:

Mr. Tumulty's letter of the 11th instant, together with copy of letter from Hon. Ben Johnson, with reference to the phrase "Done in the District of Columbia", has been received.

There are attached hereto an acknowledgment of Mr. Tumulty's letter, also draft of memorandum for the signature of the Secretary directing that, after the present supply of printed forms has been exhausted, the phrase "Done in the District of Columbia" be substituted for "Done at the City of Washington."



Solicitor.

Inclosures.

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DEPARTMENT OF AGRICULTURE
WASHINGTON

August 14, 1917.

MEMORANDUM NO. 215

(AMENDING MEMORANDUM 182.)

APPOINTMENT OF MEMBER OF BOARD OF SURVEY.

Mr. Samuel J. T. Price of the Office of Inspection is hereby appointed a member of the Board of Survey of the Department of Agriculture, vice Mr. Walter L. Shuck.

The present personnel of the Board is as follows:

Mr. Fred C. More, Assistant Chief Clerk, Chairman.

Mr. C. B. Lower, Office of Supplies.

Mr. Samuel J. T. Price, Office of Inspection.

Mr. C. C. Wilson, Superintendent of Shops.

Bureau representative.

D. S. H. Smith

Secretary.

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the Secretary's File Room

DEPARTMENT OF AGRICULTURE
WASHINGTON

August 17, 1917.

MEMORANDUM NO. 216.

Standardization of Departmental Stationery.

Much of the paper used for letterheads and second sheets throughout the Department is heavy and expensive, and some variation is observed in the styles of type and colors of ink used in headings. It is believed that a saving of from 15 to 25 per cent may be effected in the cost of letterheads by standardization on one paper of good quality and moderate price, and that the appearance of correspondence will be improved by the use of one style of type and black ink for headings.

Hereafter, therefore, letterheads and second sheets will be standardized for the Department on the following basis, and orders will be placed accordingly:

(1) Orders for printed letterheads, which must be made upon the Public Printer, will specify white bond, glazed, 100% rag, (Lot No. 111), 8 x 10-1/2 inches in size. Letterheads and second sheets of this paper will be furnished by the Public Printer on order, as long as his supply lasts.

(2) The printing will be arranged in three lines as follows:

United States Department of Agriculture
Bureau of Crop Estimates
Washington

The type to be used is that shown on the accompanying sheet, or the nearest to it that the Public Printer can supply. It can be identified for the three lines as 8 point, 6 point, and 5 point Gothic, respectively.

When authorized by the Chief of Bureau the official designation of a subordinate office may appear in the upper left hand corner, as follows:

United States Department of Agriculture
Bureau of Animal Industry
Washington

Pathological Division

Letterheads of half size (8 x 5-1/4 inches) of the paper prescribed above may be used and are recommended for brief informal and intradepartmental letters. They should not be used for formal or important correspondence.

No names of officials or individuals will be printed in letter headings.

Stocks of letterheads now on hand should be used but new orders should be placed in conformity with this memorandum.


Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE,
OFFICE OF CHIEF CLERK,
WASHINGTON.

Sample of Type
~~Proposed~~
to be used

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

12-

Approved
July 31, 1917.

MEMORANDUM NO

Much of the paper used for letterheads and second sheets throughout the Department is unnecessarily heavy and expensive, and great variation is observed in the styles of type and colors of ink used in headings. It is believed that a saving of from 15 to 25 per cent may be effected in the cost of letterheads by standardization on one paper of good quality and moderate price, and that the appearance of correspondence will be improved by the use of one style of type and black ink for headings.

Hereafter, therefore, letterheads and second sheets will be standardized for the Department on the following basis, and orders will be placed accordingly:

(1) Orders for printed letterheads, which must be made upon the Public Printer, will specify *White Bond, glazed, 100% rag (Let No. 111)* the Public Printer's No. 16 of Let ~~11-8~~ *11-8* x 10-1/2 inches in size. Letterheads and second sheets of this paper will be furnished by the Public Printer on order, as long as his supply lasts. ~~Item 1332, of the General Supply Committee's Schedule for 1918, is practically the same paper.~~

(2) The printing will be arranged in three lines as follows:

United States Department of Agriculture
Bureau of Crop Estimates
Washington.

[Faint, illegible handwritten text]

[Faint, illegible handwritten text]

[Faint, illegible handwritten text]

will be placed accordingly:

[Faint, illegible handwritten text]

[Faint, illegible handwritten text]

When authorized by the Chief of Bureau the official designation of a subordinate office may appear in the upper left hand corner, as follows:

United States Department of Agriculture
Bureau of Animal Industry
Washington

Pathological Division

The type to be used is that shown on the accompanying sheet, or the nearest to it that the Public Printer can supply. A sample should accompany each order.

Letterheads of half size (8 x 5-1/4 inches) of the paper prescribed above may be used and are recommended for brief informal and intradepartmental letters. They should not be used for formal and important correspondence.

No names will be printed in letter headings.

Stocks of letterheads now on hand should be used but new orders should be placed in conformity with this memorandum.

Secretary.

was furnished by the Chief of Bureau, the Chief of Division of
Investigation, and the Chief of Bureau of the Department of Justice.

Very
Respectfully,
J. Edgar Hoover

Chief of Bureau
Department of Justice
Washington, D. C.

Enclosed Division

The following is a list of the names of the persons who
were present at the meeting held on the 1st day of May, 1934,
at the residence of the Chief of Bureau, the Chief of Division of
Investigation, and the Chief of Bureau of the Department of Justice.

Persons of this size (6 x 5-1/4 inches) of the paper
used in the making of the book are not recommended for use in
the making of books. The book is made of paper of the size of
the paper used in the making of the book.

To make this book is to make a book.

Persons of this size are not recommended for use in the making
of books. The book is made of paper of the size of the paper
used in the making of the book.

Very
Respectfully,
J. Edgar Hoover

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

12-

July 31, 1917.

MEMORANDUM NO

Much of the paper used for letterheads and second sheets throughout the Department is unnecessarily heavy and expensive, and great variation is observed in the styles of type and colors of ink used in headings. It is believed that a saving of from 15 to 25 per cent may be effected in the cost of letterheads by standardization on one paper of good quality and moderate price, and that the appearance of correspondence will be improved by the use of one style of type and blank ink for headings.

Hereafter, therefore, letterheads and second sheets will be standardized for the Department on the following basis, and orders will be placed accordingly:

(1) Orders for printed letterheads, which must be made upon the Public Printer, will specify the Public Printer's No. 16 of Lot 111, 8 x 10-1/2 inches in size. Letterheads and second sheets of this paper will be furnished by the Public Printer on order, as long as his supply lasts. Item 1332, of the General Supply Committee's Schedule for 1918, is practically the same paper.

(2) The printing will be arranged in three lines as follows:

United States Department of Agriculture
Bureau of Crop Estimates
Washington.

DEPARTMENT OF COMMERCE
OFFICE OF THE SECRETARY
WASHINGTON

July 31, 1917.

MEMORANDUM

Throughout the Department is unnecessarily heavy and expensive, and attention is observed in the styles of type and colors of ink used in headings. It is held that a saving of from 15 to 25 per cent may be effected in the cost of letterheads by standardization on one paper of good quality and moderate price, and that the appearance of correspondence will be improved by the use of one style of type and black ink for headings.

Hereafter, therefore, letterheads and second sheets will be standardized for the Department on the following basis, and orders will be placed accordingly:

(1) Orders for printed letterheads, which must be made from the Public Printer, will specify the Public Printer's No. 16 of 10 1/2 x 8 x 10-1/2 inches in size. Letterheads and second sheets of this paper will be furnished by the Public Printer on order, as long as his supply lasts. Item 1032, of the General Supply Committee's schedule for 1916, is practically the same paper.

(2) The printing will be arranged in three lines as follows:

When authorized by the Chief of Bureau the official designation of a subordinate office may appear in the upper left hand corner, as follows:

United States Department of Agriculture
Bureau of Animal Industry
Washington

Pathological Division

The type to be used is that shown on the accompanying sheet, or the nearest to it that the Public Printer can supply. A sample should accompany each order.

Letterheads of half size (8 x 5-1/4 inches) of the paper prescribed above may be used and are recommended for brief informal and intradepartmental letters. They should not be used for formal and important correspondence.

No names will be printed in letter headings.

Stocks of letterheads now on hand should be used but new orders should be placed in conformity with this memorandum.

Secretary.

The committee of the board of directors has decided to
recommend that the company should be organized as a

laws:

THE BOARD OF DIRECTORS OF THE COMPANY
HAS DECIDED TO RECOMMEND THAT THE COMPANY
SHOULD BE ORGANIZED AS A

Pathological Division

The board of directors has decided to recommend that
the company should be organized as a
limited liability company. The board of directors
has decided to recommend that the company should be
organized as a limited liability company. The board of
directors has decided to recommend that the company
should be organized as a limited liability company.

No names will be printed in letter headings.
The names of the directors will be printed in the
letter headings. The names of the directors will be
printed in the letter headings. The names of the
directors will be printed in the letter headings.

RECOMMENDATION

U. S. DEPARTMENT OF AGRICULTURE,
BUREAU OF CROP ESTIMATES,
WASHINGTON, D. C.

Referred to

Messrs. Zappone, ✓

~~Reese~~

Ashley, ✓

and ~~Harding~~

for consideration and return.

BMR

Chairman,
Advisory Committee on Finance.

Dear Mr. Reese:

Should not the memo.
either prescribe the "one style
of type" or omit all reference
to same?

Amccq.

Yes. See it now.

Reese

up under the official sanction of a
to the same, but not to be

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Is it intended to
include the key
letterheads in this
standardization? If not,
the words in brackets,
page 2, should be
eliminated.

Suggest also elimination
of commas and etc.

Think the word
"Washington" or Chief Clerk's
letterhead is too small.

The standard
17th page with subcommittee
has been established
as a standard document.

7

to discuss the official position of a
in the United States and Canada, as the

to maintain the integrity
of the United States
and Canada

that there is no communication
between the United States and Canada

in the United States and Canada
are recommended for brief informal and
for similar use in the United States

in the United States
now on hand should be used but new orders
to the United States

Secretary.

United States Department of Agriculture,
Bureau of Crop Estimates,

WASHINGTON, D. C.

February 23, 1917.

MEMORANDUM FOR MR. HARRISON.

Dear Mr. Harrison:

As requested in your memorandum of January 24, 1917, the Advisory Committee on Finance and Business Methods has considered the subject of half letter sheets for brief letters and the standardization of paper used for letters by the Department.

The Committee believes that the use of half sheets for brief letters for intradepartmental correspondence and for other correspondence of a more or less informal character, such as acknowledgments and the like, should be recommended to the Bureaus but should not be made mandatory. Half sheets can not be used to advantage in letters of any length and are not suitable for letters prepared for the Secretary's signature, for correspondence with other Departments, or for formal matters of any kind.

The Committee called on Mr. Arnold for samples of different grades of paper, which were submitted by him with the following statement:

"Owing to the unsettled condition of the paper market, no prices can be quoted, being subject to sudden change. It may be impossible to secure some paper at any price. * * * Under the circumstances it would appear to be impracticable to standardize paper at this time. About the best that can be done is to utilize the most economical available paper at date of order."

In view of this situation the Committee is of the opinion that the present time is not opportune for attempting to standardize the grades of paper that should be used in the Department, and would recommend that no action be taken, at least until after the paper contracts for 1918 have been entered into.

It is suggested that considerable improvement and economies might be effected in the matter of standardizing grades of paper for letters, forms and envelopes, as well as in the size of sheets and printed forms of letter heads. If the suggestion meets with the approval of the Secretary the Committee will make a systematic study

1. *Introduction*

2. *Methodology*

3. *Results and Discussion*

4. *Conclusion*

5. *Acknowledgements*

6. *References*

7. *Appendix*

8. *Notes*

9. *References*

10. *References*

11. *References*

12. *References*

13. *References*

14. *References*

15. *References*

16. *References*

17. *References*

18. *References*

19. *References*

20. *References*

21. *References*

22. *References*

23. *References*

24. *References*

25. *References*

26. *References*

27. *References*

28. *References*

29. *References*

30. *References*

of the subject and submit appropriate recommendations after the paper situation becomes more settled and prices are more uniform and stable.

Very truly yours,

Leon M. Estabrook

Chairman,
Advisory Committee on Finance
and Business Methods.

UNITED STATES DEPARTMENT OF AGRICULTURE,
OFFICE OF CHIEF CLERK,
WASHINGTON, D. C.

(Co. to Mr. a
for record
to the
June 26, 1917.

MEMORANDUM FOR MR. HARRISON:

For some years an effort has been made to standardize on paper for letter-heads and second sheets throughout the Department, and with some success. However, letter-heads and second sheets must be ordered from the Public Printer and it has sometimes happened that the Public Printer has not had in stock the particular paper desired.

If it is desired to standardize on letter-heads and second sheets for the whole Department, Mr. Veitch and Mr. Arnold suggest, and I concur in the suggestion, the use of a paper comparable to the General Supply Committee's Item 1332 (Schedule of 1918), sample attached. This is the Public Printer's No. 16 Lot 111, (Abstract of contracts herewith).

There will doubtless be dissatisfaction in the Bureaus if standardization on one paper is ordered, but it is believed that the paper recommended is quite good enough for all correspondence; it is in fact a very good paper. It costs 14.5 cents per pound with an additional charge for printing. Mr. Veitch believes standardization on this paper will reduce the cost of letter-heads to the Department from 15 to 25 per cent.

It might be well to also consider standardization of type used on letter-heads.

Mr. Rice
Is it not possible
to do something toward
remedying the paper used
in the West. Some of it
is entirely too heavy when
a lighter weight (and
serve every purpose. Will
you not take the matter
up actively and discuss
it with the Editor. We
are proposing to send out
a statement every day
body will be able to see lighter
weight paper and it seems
to be that our weight
clean house first

f

OFFICE OF THE SECRETARY.

REFERRED TO

FOR—

Approval.....	Initials.....
Attention.....	Memorandum.....
Comment.....	Note and file.....
Consideration.....	Note and return.....
Correction.....	Recommendation.....
Investigation.....	Rush.....

CORRECTED MARCH 1, 1917.

ABSTRACT OF CONTRACTS

APPROVED BY THE JOINT COMMITTEE ON PRINTING

FOR

PAPER FOR THE PUBLIC PRINTING AND BINDING

FROM MARCH 1, 1917, TO FEBRUARY 28, 1918.

LOT.	DESCRIPTION OF PAPER.	QUANTITY.	PRICE PER POUND.	CONTRACTOR.
PRINTING PAPERS.				
White News-print.				
SPECIFICATIONS.				
WEIGHT.—25 x 40, 500; 37-pound basis (24 x 36—32).		Pounds.	Cents.	
STRENGTH.—Shall be not less than 10 points.				
COLOR, FINISH, AND FORMATION.—Deliveries must conform to the standard sample.				
1	White News-print Paper, 24 x 36 inches 32-pound basis. Rolls, 9½, 19, 38, and 48 inches wide.	300, 000	-----	No award.
2	White News-print Paper, 24 x 38 inches 36 pounds. Flat.	5, 000	-----	Do.
Colored News-print.				
SPECIFICATIONS.				
WEIGHT.—25 x 40, 500; 27.4-pound basis (24 x 38—25).				
3	Colored News-print Paper, blue, pink, and yellow, 24 x 38 inches 25 pounds. Flat.	5, 000	-----	Do.
Machine-finish Printing, No. 1.				
SPECIFICATIONS.				
WEIGHT.—25 x 40, 500; 42.1-pound basis (25 x 38—40).				
THICKNESS.—Shall not exceed .0035 inch.				
STRENGTH.—Shall be not less than 12 points.				
STOCK.—Shall be free from unbleached or ground-wood pulp.				
ASH.—Shall not exceed 10 per cent.				
COLOR, FINISH, FORMATION, AND OPACITY.—Deliveries must conform to the standard sample.				
4	Machine-finish Printing Paper, No. 1, 25 x 38 inches 30-pound basis, cut 24 x 38 and 38 x 48 inches. Flat.	20, 000	-----	Do.
5	Machine-finish Printing Paper, No. 1, 25 x 38 inches 40-pound basis, cut 24 x 32 inches. Flat.	300, 000	-----	Do.
5a	Machine-finish Printing Paper, No. 1, 25 x 38 inches 35-pound basis, cut 24 x 32 inches. Flat.	300, 000	-----	Do.
6	Machine-finish Printing Paper, No. 1, 25 x 38 inches 40-pound basis, cut 24 x 38 inches. Flat.	300, 000	-----	Do.
6a	Machine-finish Printing Paper, No. 1, 25 x 38 inches 35-pound basis, cut 24 x 38 inches. Flat.	300, 000	-----	Do.
7	Machine-finish Printing Paper, No. 1, 25 x 38 inches 40-pound basis, cut 24 x 38 inches. Flat.	300, 000	-----	Do.
7a	Machine-finish Printing Paper, No. 1, 25 x 38 inches 35-pound basis, cut 24 x 38 inches. Flat.	300, 000	-----	Do.

LOT.	DESCRIPTION OF PAPER.	QUANTITY.	PRICE PER POUND.	CONTRACTOR.
PRINTING PAPERS—Continued.				
Machine-finish Printing, No. 1—Continued.		<i>Pounds.</i>	<i>Cents.</i>	
8	Machine-finish Printing Paper, No. 1, 25 x 38 inches 40-pound basis, cut 24 x 38 inches. Flat.	300,000	-----	No award.
8a	Machine-finish Printing Paper, No. 1, 25 x 38 inches 35-pound basis, cut 24 x 38 inches. Flat.	300,000	-----	Do.
9	Machine-finish Printing Paper, No. 1, 25 x 38 inches 40-pound basis, cut 24 x 38 inches. Flat.	300,000	-----	Do.
9a	Machine-finish Printing Paper, No. 1, 25 x 38 inches 35-pound basis, cut 24 x 38 inches. Flat.	300,000	-----	Do.
10	Machine-finish Printing Paper, No. 1, 25 x 38 inches 40-pound basis. Rolls, 38 and 48 inches wide.	1,200,000	-----	Do.
10a	Machine-finish Printing Paper, No. 1, 25 x 38 inches 35-pound basis. Rolls, 38 and 48 inches wide.	1,200,000	-----	Do.
11	Machine-finish Printing Paper, No. 1, 25 x 38 inches 40-pound basis. Rolls, 38 and 48 inches wide.	1,200,000	-----	Do.
11a	Machine-finish Printing Paper, No. 1, 25 x 38 inches 35-pound basis. Rolls, 38 and 48 inches wide.	1,200,000	-----	Do.
12	Machine-finish Printing Paper, No. 1, 25 x 38 inches 40-pound basis. Rolls, 38 inches wide.	300,000	-----	Do.
12a	Machine-finish Printing Paper, No. 1, 25 x 38 inches 35-pound basis. Rolls, 38 inches wide.	300,000	-----	Do.
13	Machine-finish Printing Paper, No. 1, 25 x 38 inches 40-pound basis. Rolls, 38 inches wide.	300,000	-----	Do.
13a	Machine-finish Printing Paper, No. 1, 25 x 38 inches 35-pound basis. Rolls, 38 inches wide.	300,000	-----	Do.
14	Machine-finish Printing Paper, No. 1, 25 x 38 inches 40-pound basis. Rolls, 38 inches wide.	300,000	-----	Do.
14a	Machine-finish Printing Paper, No. 1, 25 x 38 inches 35-pound basis. Rolls, 38 inches wide.	300,000	-----	Do.
15	Machine-finish Printing Paper, No. 1, 35 x 38 inches 40-pound basis. Rolls, 38 and 48 inches wide.	300,000	-----	Do.
15a	Machine-finish Printing Paper, No. 1, 25 x 38 inches 35-pound basis. Rolls, 38 and 48 inches wide.	300,000	-----	Do.
16	Machine-finish Printing Paper, No. 1, 25 x 38 inches 40-pound basis. Rolls, 38 and 48 inches wide.	300,000	-----	Do.
16a	Machine-finish Printing Paper, No. 1, 25 x 38 inches 35-pound basis. Rolls, 38 and 48 inches wide.	300,000	-----	Do.
17	Machine-finish Printing Paper, No. 1, 25 x 38 inches 40-pound basis. Rolls, 38 and 48 inches wide.	300,000	-----	Do.
17a	Machine-finish Printing Paper, No. 1, 25 x 38 inches 35-pound basis. Rolls, 38 and 48 inches wide.	300,000	-----	Do.

LOT.	DESCRIPTION OF PAPER.	QUANTITY.	PRICE PER POUND.	CONTRACTOR.
PRINTING PAPERS—Continued.				
Machine-finish Printing, No. 1—Continued.		<i>Pounds.</i>	<i>Cents.</i>	
18	Machine-finish Printing Paper, No. 1, 25 x 38 inches 40-pound basis. Rolls, 38 and 48 inches wide.	300,000	-----	No award.
18a	Machine-finish Printing Paper, No. 1, 25 x 38 inches 35-pound basis. Rolls, 38 and 48 inches wide.	300,000	-----	Do.
19	Machine-finish Printing Paper, No. 1, 25 x 38 inches 40-pound basis. Rolls, 38 and 48 inches wide.	300,000	-----	Do.
19a	Machine-finish Printing Paper, No. 1, 25 x 38 inches 35-pound basis. Rolls, 38 and 48 inches wide.	300,000	-----	Do.
20	Machine-finish Printing Paper, No. 1, 25 x 38 inches 40-pound basis. Rolls, 38 and 48 inches wide.	300,000	-----	Do.
20a	Machine-finish Printing Paper, No. 1, 25 x 38 inches 35-pound basis. Rolls, 38 and 48 inches wide.	300,000	-----	Do.
21	Machine-finish Printing Paper, No. 1, 25 x 38 inches 40-pound basis. Rolls, 38 and 48 inches wide.	300,000	-----	Do.
21a	Machine-finish Printing Paper, No. 1, 25 x 38 inches 35-pound basis. Rolls, 38 and 48 inches wide.	300,000	-----	Do.
22	Machine-finish Printing Paper, No. 1, 25 x 38 inches 40-pound basis. Rolls, 38 and 48 inches wide.	300,000	-----	Do.
22a	Machine-finish Printing Paper, No. 1, 25 x 38 inches 35-pound basis. Rolls, 38 and 48 inches wide.	300,000	-----	Do.
23	Machine-finish Printing Paper, No. 1, 25 x 38 inches 40-pound basis. Rolls, 38 and 48 inches wide.	300,000	-----	Do.
23a	Machine-finish Printing Paper, No. 1, 25 x 38 inches 35-pound basis. Rolls, 38 and 48 inches wide.	300,000	-----	Do.
24	Machine-finish Printing Paper, No. 1, 25 x 38 inches 40-pound basis. Rolls, 9½ inches wide.	150,000	-----	Do.
24a	Machine-finish Printing Paper, No. 1, 25 x 38 inches 35-pound basis. Rolls, 9½ inches wide.	150,000	-----	Do.
25	Machine-finish Printing Paper, No. 1, 25 x 38 inches 40-pound basis. Rolls, 19 inches wide.	300,000	-----	Do.
25a	Machine-finish Printing Paper, No. 1, 25 x 38 inches 35-pound basis. Rolls, 19 inches wide.	300,000	-----	Do.
26	Machine-finish Printing Paper, No. 1, 25 x 38 inches 40-pound basis. Rolls, 19 inches wide.	300,000	-----	Do.
26a	Machine-finish Printing Paper, No. 1, 25 x 38 inches 35-pound basis. Rolls, 19 inches wide.	300,000	-----	Do.
27	Machine-finish Printing Paper, No. 1, 25 x 38 inches 40-pound basis. Rolls, 19 inches wide.	300,000	-----	Do.
27a	Machine-finish Printing Paper, No. 1, 25 x 38 inches 35-pound basis. Rolls, 19 inches wide.	300,000	-----	Do.

LOT.	DESCRIPTION OF PAPER.	QUANTITY.	PRICE PER POUND.	CONTRACTOR.
PRINTING PAPERS—Continued.				
Machine-finish Printing, No. 1—Continued.		<i>Pounds.</i>	<i>Cents.</i>	
28	Machine-finish Printing Paper, No. 1, 25 x 38 inches 40-pound basis. Rolls, 19 inches wide.	300,000	-----	No award.
28a	Machine-finish Printing Paper, No. 1, 25 x 38 inches 35-pound basis. Rolls, 19 inches wide.	300,000	-----	Do.
29	Machine-finish Printing Paper, No. 1, 25 x 38 inches 50-pound basis. Rolls, 33 $\frac{1}{4}$ inches wide.	150,000	-----	Do.
30	Machine-finish Printing Paper, No. 1, 25 x 38 inches 40-pound basis, cut 38 x 48 inches. Flat.	1,000,000	-----	Do.
30a	Machine-finish Printing Paper, No. 1, 25 x 38 inches 35-pound basis, cut 38 x 48 inches. Flat.	1,000,000	-----	Do.
31	Machine-finish Printing Paper, No. 1, 25 x 38 inches 50-pound basis, cut 24 x 38, 28 x 40, 32 x 42, and 41 x 52 inches. Flat.	300,000	-----	Do.
32	Machine-finish Printing Paper, No. 1, 25 x 38 inches 50-pound basis. Rolls, 38 and 48 inches wide.	300,000	-----	Do.
33	Machine-finish Printing Paper, No. 1, 25 x 38 inches 50-pound basis. Rolls, 9 $\frac{1}{2}$ and 19 inches wide.	20,000	-----	Do.
34	Machine-finish Printing Paper, No. 1, 25 x 38 inches 50-pound basis, cut 38 x 48 inches. Flat.	500,000	-----	Do.
35	Machine-finish Printing Paper, No. 1, 25 x 38 inches 50-pound basis, cut 38 x 48 inches. Flat.	500,000	-----	Do.
36	Machine-finish Printing Paper, No. 1, any size on 25 x 38 inches 60 and 70-pound bases. Flat (the grain of sheet to run as ordered).	250,000	-----	Do.
Plant-fiber Machine-finish Printing, No. 1.				
SPECIFICATIONS.				
WEIGHT.—25 x 40, 500; 42.1-pound basis (25 x 38—40).				
STRENGTH.—Shall be not less than 12 points.				
STOCK.—Shall be not less than 75 per cent fiber from corn or cotton stalks, flax or cereal straws, wild or cultivated grasses, or from plants of like nature, singly or mixed in any proportions; the remainder shall be free from soda, unbleached sulphite, and ground-wood pulp.				
ASH.—Shall not exceed 10 per cent.				
COLOR, FINISH, FORMATION, AND OPACITY.—Deliveries must conform to the accepted sample, which shall be submitted by the contractor at any time before the first delivery.				
37	Plant-fiber Machine-finish Printing Paper, No. 1, 25 x 38 inches 40-pound basis. Rolls, 19, 38, and 48 inches wide.	1,000,000	-----	No bid received.
38	Plant-fiber Machine-finish Printing Paper, No. 1, 25 x 38 inches 40-pound basis. Rolls, 19, 38, and 48 inches wide.	1,000,000	-----	Do.

LOT.	DESCRIPTION OF PAPER.	QUANTITY.	PRICE PER POUND.	CONTRACTOR.
	PRINTING PAPERS—Continued. Antique Printing, Laid. SPECIFICATIONS. WEIGHT.—25 x 40, 500; 63.2-pound basis (25 x 38—60). STRENGTH.—Shall be not less than 14 points. STOCK.—Shall be free from unbleached or ground-wood pulp. ASH.—Shall not exceed 10 per cent. COLOR, FINISH, FORMATION, AND OPACITY.—Deliveries must conform to the standard sample.	<i>Pounds.</i>	<i>Cents.</i>	
39	Antique Printing Paper, Laid, 25 x 38 inches 60-pound basis, cut 25 x 38, 29 x 41, and 38 x 50 inches. Flat.	20,000	-----	No award.
	Antique Printing, Laid, Deckle Edge. SPECIFICATIONS. WEIGHT.—25 x 40, 500; 84.2-pound basis (25 x 38—80). STRENGTH.—Shall be not less than 15 points. STOCK.—Shall be not less than 75 per cent rag; the remainder shall be free from unbleached or ground-wood pulp. ASH.—Shall not exceed 10 per cent. COLOR, FINISH, FORMATION, AND OPACITY.—Deliveries must conform to the standard sample.			
40	Antique Printing Paper, Laid, Deckle Edge, 25 x 38 inches 80-pound basis, cut 20½ x 29 inches, deckled the 20½-inch way. Flat.	20,000	11.4	American Writing Paper Co.
	Opaque Printing, High Machine Finish. SPECIFICATIONS. WEIGHT.—25 x 40, 500; 31.6-pound basis (25 x 38—30). THICKNESS.—Shall not exceed .0025 inch. STRENGTH.—Shall be not less than 7 points. STOCK.—Shall be not less than 50 per cent rag; the remainder shall be free from unbleached or ground-wood pulp. ASH.—Shall not exceed 10 per cent. COLOR, FINISH, FORMATION, AND OPACITY.—Deliveries must conform to the standard sample.			
41	Opaque Printing Paper, High Machine Finish, 25 x 38 inches 30-pound basis, cut 32 x 48 and 38 x 48 inches. Flat.	100,000	12.9	The Champion Coated Paper Co.
42	Opaque Printing Paper, High Machine Finish, any size on 25 x 38 inches 35-pound basis. Flat.	20,000	12.75	Do.

LOT.	DESCRIPTION OF PAPER.	QUANTITY.	PRICE PER POUND.	CONTRACTOR.
PRINTING PAPERS—Continued. Wove Machine-finish Printing. SPECIFICATIONS. WEIGHT.—25 x 40, 500; 52.6-pound basis (25 x 38—50). THICKNESS.—Shall not exceed .0045 inch. STRENGTH.—Shall be not less than 18 points. STOCK.—Shall be not less than 75 per cent rag; the remainder shall be free from unbleached or ground-wood pulp. ASH.—Shall not exceed 10 per cent. SIZE.—The total rosin shall not exceed 2.5 per cent. COLOR, FINISH, FORMATION, AND OPACITY.—Deliveries must conform to the standard sample in finish and formation and match in white or natural color the sample furnished with order.				
		<i>Pounds.</i>	<i>Cents.</i>	
43	Wove Machine-finish Printing Paper, 25 x 38 inches 40-pound basis, cut 32 x 48 inches. Flat.	150,000	11.5	American Writing Paper Co.
44	Wove Machine-finish Printing Paper, 25 x 38 inches 50-pound basis, cut 38 x 48 inches. Flat.	150,000	11.0	Do.
45	Wove Machine-finish Printing Paper, 25 x 38 inches 50-pound basis, cut 38 x 48 inches. Flat.	150,000	11.0	Do.
46	Wove Machine-finish Printing Paper, any size on 25 x 38 inches, 40, 45, and 50-pound bases. Flat.	150,000	11.5	Do.
47	Wove Machine-finish Printing Paper, any size on 25 x 38 inches 40, 45, and 50-pound bases. Flat.	150,000	11.5	Do.
Sized and Supercalendered Printing (Sample A). SPECIFICATIONS. WEIGHT.—25 x 40, 500; 52.6-pound basis (25 x 38—50). THICKNESS.—Shall not exceed .0035 inch. STRENGTH.—Shall be not less than 13 points. STOCK.—Shall be free from unbleached or ground-wood pulp. ASH.—Shall not exceed 15 per cent. COLOR, FINISH, FORMATION, AND OPACITY.—Deliveries must conform to the standard sample in finish and formation and match in white or natural color the sample furnished with order.				
48	Sized and Supercalendered Printing Paper (Sample A), 25 x 38 inches 40-pound basis, cut 24 x 38 and 38 x 48 inches. Flat.	20,000	-----	No award.
49	Sized and Supercalendered Printing Paper (Sample A), 25 x 38 inches 45-pound basis, cut 24 x 32 and 32 x 48 inches. Flat.	75,000	-----	Do.
50	Sized and Supercalendered Printing Paper (Sample A), 25 x 38 inches 45 and 60-pound bases, cut 24 x 38 and 38 x 48 inches. Flat.	350,000	-----	Do.
51	Sized and Supercalendered Printing Paper (Sample A), 25 x 38 inches 45-pound basis, cut 31½ x 45½ inches. Flat.	350,000	-----	Do.
52	Sized and Supercalendered Printing Paper (Sample A), 25 x 38 inches 45-pound basis, cut 31½ x 45½ inches. Flat.	350,000	-----	Do.
53	Sized and Supercalendered Printing Paper (Sample A), 25 x 38 inches 50-pound basis, cut 24 x 38 and 38 x 48 inches. Flat.	400,000	-----	Do.

Lot.	DESCRIPTION OF PAPER.	QUANTITY.	PRICE PER POUND.	CONTRACTOR.
PRINTING PAPERS—Continued.				
Sized and Supercalendered Printing (Sample A)—Continued.		<i>Pounds.</i>	<i>Cents.</i>	
54	Sized and Supercalendered Printing Paper (Sample A), 25 x 38 inches 50-pound basis, cut 24 x 38 and 38 x 48 inches. Flat.	400, 000	-----	No award.
55	Sized and Supercalendered Printing Paper (Sample A), any size on 25 x 38 inches 45 and 50-pound bases. Flat, maximum width 42 inches.	50, 000	-----	Do.
Sized and Supercalendered Printing (Sample B).				
SPECIFICATIONS.				
WEIGHT.—25 x 40, 500; 52.6-pound basis (25 x 38—50). THICKNESS.—Shall not exceed .0035 inch. STRENGTH.—Shall be not less than 18 points. STOCK.—Shall be not less than 50 per cent rag; the remainder shall be free from unbleached or ground-wood pulp. ASH.—Shall not exceed 10 per cent. SIZE.—The total rosin shall not exceed 2.5 per cent. COLOR, FINISH, FORMATION, AND OPACITY.—Deliveries must conform to the standard sample in finish and formation and match in white or natural color the sample furnished with order.				
56	Sized and Supercalendered Printing Paper (Sample B), any size on 25 x 38 inches 40, 45, and 50-pound bases. Flat, maximum width 42 inches.	60, 000	12.4	The Champion Coated Paper Co.
Halftone Printing.				
SPECIFICATIONS.				
WEIGHT.—25 x 40, 500; 84.2-pound basis (25 x 38—80). THICKNESS.—Shall not exceed .0045 inch. STRENGTH.—Shall be not less than 18 points. STOCK.—Shall be free from unbleached or ground-wood pulp. ASH.—Shall not exceed 20 per cent. COLOR AND FINISH.—Deliveries must conform to the standard sample in finish and match in white or natural color the sample furnished with order.				
57	Halftone Printing Paper, 25 x 38 inches 80-pound basis, cut 24 x 38 and 38 x 48 inches. Flat.	300, 000	-----	No award.

LOT.	DESCRIPTION OF PAPER.	QUANTITY.	PRICE PER POUND.	CONTRACTOR.
	COATED BOOK. NOTICE.—The terms "Single" and "Double" coated do not necessarily indicate the number of coatings required, but refer to the suitability of the finish for printing half tones of 150 and 200 line screen, respectively. (All reams of Coated Book Paper to have clean, smooth edges.) Single-coated one side Book. SPECIFICATIONS. WEIGHT.—25 x 40, 500; 73.7-pound basis (25 x 38—70). STRENGTH.—Shall be not less than 15 points. STOCK.—Shall be free from unbleached or ground-wood pulp. ASH.—Shall not exceed 30 per cent. COLOR, FINISH, AND SURFACE.—Deliveries must conform to the standard sample in finish and surface and match in white or natural color the sample furnished with order. COATING.—Shall not flake, pick, lift, nor pulverize.			
58	Single-coated one side Book Paper, any size on 25 x 38 inches 65 and 70-pound bases. Flat. Single-coated both sides Book, Glazed Finish. SPECIFICATIONS. WEIGHT.—25 x 40, 500; 73.7-pound basis (25 x 38—70). STRENGTH.—Shall be not less than 15 points. STOCK.—Shall be free from unbleached or ground-wood pulp. ASH.—Shall not exceed 30 per cent. COLOR, FINISH, AND SURFACE.—Deliveries must conform to the standard sample in finish and surface and match in white or natural color the sample furnished with order. COATING.—Shall not flake, pick, lift, nor pulverize.	Pounds.	Cents.	The Champion Coated Paper Co.
		250,000	8.63	
59	Glazed Single-coated both sides Book Paper, any size on 25 x 38 inches 65, 70, and 75-pound bases. Flat. Double-coated one side Book, Glazed Finish (Sample A). SPECIFICATIONS. WEIGHT.—25 x 40, 500; 73.7-pound basis (25 x 38—70). STRENGTH.—Shall be not less than 15 points. STOCK.—Shall be free from unbleached or ground-wood pulp. ASH.—Shall not exceed 30 per cent. COLOR, FINISH, AND SURFACE.—Deliveries must conform to the standard sample in finish and surface and match in white or natural color the sample furnished with order. COATING.—Shall not flake, pick, lift, nor pulverize.	200,000	8.63	Do.
60	Glazed Double-coated one side Book Paper (Sample A), any size on 25 x 38 inches, 65, 70, and 75-pound bases. Flat. Double-coated both sides Book, Glazed Finish (Sample A). SPECIFICATIONS. WEIGHT.—25 x 40, 500; 84.2-pound basis (25 x 38—80). STRENGTH.—Shall be not less than 15 points. STOCK.—Shall be free from unbleached or ground-wood pulp. ASH.—Shall not exceed 35 per cent. COLOR, FINISH AND SURFACE.—Deliveries must conform to the standard sample in finish and surface and match in white or natural color the sample furnished with order. COATING.—Shall not flake, pick, lift, nor pulverize.	15,000	9.73	Do.
61	Glazed Double-coated both sides Book Paper (Sample A), any size on 25 x 38 inches 80-pound basis. Flat.	400,000	8.87	Do.

LOT.	DESCRIPTION OF PAPER.	QUANTITY.	PRICE PER POUND.	CONTRACTOR.
COATED BOOK—Continued.				
Double-coated one side Book (Sample B).				
SPECIFICATIONS.				
WEIGHT.—25 x 40, 500; 73.7-pound basis (25 x 38—70). STRENGTH.—Shall be not less than 23 points. STOCK.—Shall be not less than 50 per cent rag; the remainder shall be free from unbleached or ground-wood pulp. ASH.—Shall not exceed 30 per cent. SIZE.—Animal or rosin; the total rosin shall not exceed 2.5 per cent. COLOR, FINISH, AND SURFACE.—Deliveries must conform to the standard sample in finish and surface and match in white or natural color the sample furnished with order. COATING.—Shall not flake, pick, lift, nor pulverize.				
		<i>Pounds.</i>	<i>Cents.</i>	
62	Double-coated one side Book Paper (Sample B), any size on 25 x 38 inches 65, 70, and 75-pound bases. Flat.	15, 000	^a 10.35	King Paper Co.
Double-coated both sides Book (Sample B).				
SPECIFICATIONS.				
WEIGHT.—25 x 40, 500; 84.2-pound basis (25 x 38—80). STRENGTH.—Shall be not less than 25 points. STOCK.—Shall be not less than 50 per cent rag; the remainder shall be free from unbleached or ground-wood pulp. ASH.—Shall not exceed 35 per cent. SIZE.—Animal or rosin; the total rosin shall not exceed 3 per cent. COLOR, FINISH, AND SURFACE.—Deliveries must conform to the standard sample in finish and surface and match in white or natural color the sample furnished with order. COATING.—Shall not flake, pick, lift, nor pulverize.				
63	Double-coated both sides Book Paper (Sample B), any size on 25 x 38 inches 80-pound basis. Flat.	50, 000	^a 10.75	Do.
WRITINGS.				
(The weights of all writings are designated by substance numbers which mean the weights in pounds per ream on the basis of a sheet 17 x 22 inches; as, for example, "No. 16, cut 21 x 32 inches," calls for a sheet weighing 16 pounds on a basis of 17 x 22 inches to be cut 21 x 32 inches in size.)				
White Tablet Writing, Wove, Machine Finish.				
SPECIFICATIONS.				
WEIGHT.—25 x 40, 500; 53.5-pound basis (No. 20). STRENGTH.—Shall be not less than 19 points. STOCK.—Shall be free from unbleached or ground-wood pulp. ASH.—Shall not exceed 5 per cent. COLOR, FINISH, AND FORMATION.—Deliveries must conform to standard sample.				
64	White Tablet Writing Paper, Wove, Machine Finish, Nos. 16, 20, and 24, cut any size. Flat; width, minimum 17 inches, maximum 42 inches. (Each ream to be wrapped with manila paper and sealed).	150, 000	-----	No award.
65	White Tablet Writing Paper, Wove, Machine Finish, Nos. 16, 20, and 24. Rolls; width, minimum 8 inches, maximum 48 inches.	50, 000	-----	Do.

^a Not over 1,000 reams; shipments in car lots.

Lot.	DESCRIPTION OF PAPER.	QUANTITY.	PRICE PER POUND.	CONTRACTOR.
	WRITINGS—Continued. U S M O Writing. SPECIFICATIONS. WEIGHT.—25 x 40, 500; 42.8-pound basis (No. 16). STRENGTH.—Shall be not less than 15 points. STOCK.—Shall be free from unbleached or ground-wood pulp. ASH.—Shall not exceed 5 per cent. COLOR, FINISH, AND FORMATION.—Deliveries must conform to standard sample. WATERMARK.—MUST BEAR THE WATERMARK LETTERS U S M O or such design in the "dandy roll" used to effect the watermark as the Public Printer may prescribe. Letters to run across the sheet as required and lines of letters to be spaced about 2 inches apart. The "dandy roll" shall be furnished by the contractor, at his expense, and will immediately become the property of the United States, and must be delivered to the Public Printer or his authorized agent whenever demand is made therefor.	<i>Pounds.</i>	<i>Cents.</i>	
66	U S M O White and Blue Writing Paper, Wove, Machine-dried, No. 16. Rolls, 8½ inches wide.	20, 000	13.75	The Perfect Safety Paper Co.
	White French Folio. SPECIFICATIONS. WEIGHT.—25 x 40, 500; 26.7-pound basis (No. 10). STRENGTH.—Shall be not less than 8 points. STOCK.—Shall be free from unbleached or ground-wood pulp. ASH.—Shall not exceed 5 per cent.			
67	White French Folio Paper, No. 10, cut 17 x 22 inches. Flat. (Each ream to be wrapped with manila paper and sealed.) Minimum order, 750 pounds.	1, 500	-----	No award.
	White Writing, Wove, Machine-dried and Supercalendered. (Each flat ream to be wrapped with manila paper and sealed.) SPECIFICATIONS. WEIGHT.—25 x 40, 500; 53.5-pound basis (No. 20). STRENGTH.—Shall be not less than 20 points. STOCK.—Shall be not less than 25 per cent rag; the remainder shall be free from unbleached or ground-wood pulp. ASH.—Shall not exceed 5 per cent. SIZE.—The total rosin shall not exceed 2.5 per cent. COLOR, FINISH, AND FORMATION.—Deliveries must conform to the standard sample.			
68	White Writing Paper, Wove, Machine-dried and Supercalendered, No. 9, cut 16 x 21 inches. Flat.	1, 000	-----	Do.
69	White Writing Paper, Wove, Machine-dried and Supercalendered, No. 13, cut 23 x 32 inches. Flat.	10, 000	-----	Do.
70	White Writing Paper, Wove, Machine-dried and Supercalendered, No. 13. Rolls; width, minimum 8 inches, maximum 38 inches.	250, 000	-----	Do.
71	White Writing Paper, Wove, Machine-dried and Supercalendered, No. 13. Rolls; width, minimum 8 inches, maximum 38 inches.	250, 000	-----	Do.
72	White Writing Paper, Wove, Machine-dried and Supercalendered, No. 20. Rolls; width, minimum 8 inches, maximum 38 inches.	150, 000	-----	Do.
73	White Writing Paper, Wove, Machine-dried and Supercalendered, No. 24, cut 17 x 28 and 21 x 32 inches. Flat.	20, 000	-----	Do.
74	White Writing Paper, Wove, Machine-dried and Supercalendered, No. 24. Rolls; width, minimum 8 inches, maximum 38 inches.	150, 000	-----	Do.
75	White Writing Paper, Wove, Machine-dried and Supercalendered, Nos. 13, 16, 20, 24, and 28. Rolls; width, minimum 8 inches, maximum 38 inches.	20, 000	-----	Do.

LOT.	DESCRIPTION OF PAPER.	QUANTITY.	PRICE PER POUND.	CONTRACTOR.
	WRITINGS—Continued.			
	White Writing, Wove, Tub-sized, Air or Loft Dried.			
	(Each ream to be wrapped with manila paper and sealed.)			
	SPECIFICATIONS.			
	WEIGHT.—25 x 40, 500; 53.5-pound basis (No. 20). STRENGTH.—Shall be not less than 31 points. STOCK.—Shall be not less than 50 per cent rag; the remainder shall be free from unbleached or ground-wood pulp. ASH.—Shall not exceed 2 per cent. SIZE.—Must be animal-sized. The total rosin shall not exceed 2.5 per cent. COLOR, FINISH, AND FORMATION.—Deliveries must conform to the standard sample.	<i>Pounds.</i>	<i>Cents.</i>	
76	White Writing Paper, Wove, Tub-sized, Air or Loft Dried, No. 13, cut 17 x 28, 23 x 36, and 28 x 34 inches. Flat.	110,000	14.49	The Ætna Paper Co.
77	White Writing Paper, Wove, Tub-sized, Air or Loft Dried, No. 13, cut 19 x 24 and 24 x 38 inches. Flat.	150,000	14.49	Do.
78	White Writing Paper, Wove, Tub-sized, Air or Loft Dried, No. 16, cut 17 x 28, 18 x 23, 21 x 32, 22 x 34, and 24 x 38 inches. Flat.	260,000	11.49	Do.
79	White Writing Paper, Wove, Tub-sized, Air or Loft Dried, No. 16, cut 17 x 28, 18 x 23, 21 x 32, 22 x 34, and 24 x 38 inches. Flat.	260,000	11.49	Do.
80	White Writing Paper, Wove, Tub-sized, Air or Loft Dried, No. 16, cut 22 $\frac{3}{4}$ x 31 $\frac{1}{2}$ inches. Flat.	100,000	11.7	American Writing Paper Co.
81	White Writing Paper, Wove, Tub-sized, Air or Loft Dried, No. 20, cut 26 x 32 inches. Flat.	25,000	11.45	Do.
82	White Writing Paper, Wove, Tub-sized, Air or Loft Dried, No. 24, cut 16 x 21, 17 x 28, 18 x 23, 19 x 24, 20 x 28, 21 x 32, 23 x 36, 24 x 38, and 28 x 34 inches. Flat.	320,000	11.45	Do.
83	White Writing Paper, Wove, Tub-sized, Air or Loft Dried, No. 24, cut 16 x 21, 17 x 28, 18 x 23, 19 x 24, 20 x 28, 21 x 32, 23 x 36, 24 x 38, and 28 x 34 inches. Flat.	320,000	11.45	Do.
84	White Writing Paper, Wove, Tub-sized, Air or Loft Dried, No. 24, cut 16 x 21, 17 x 28, 18 x 23, 19 x 24, 20 x 28, 21 x 32, 23 x 36, 24 x 38, and 28 x 34 inches. Flat.	320,000	11.45	Do.
85	White Writing Paper, Wove, Tub-sized, Air or Loft Dried, No. 28, cut 16 x 21, 17 x 28, 21 x 32, 22 x 34, and 28 x 34 inches. Flat.	250,000	11.49	The Ætna Paper Co.
86	White Writing Paper, Wove, Tub-sized, Air or Loft Dried, No. 36, cut 19 x 24 and 20 x 28 inches. Flat.	15,000	11.97	Do.
87	White Writing Paper, Wove, Tub-sized, Air or Loft Dried, Nos. 16, 20, 24, and 28, cut any size. Flat, maximum width 38 inches.	50,000	11.97	Do.

LOT.	DESCRIPTION OF PAPER.	QUANTITY.	PRICE PER POUND.	CONTRACTOR.
	WRITINGS—Continued. Colored Writing, Wove, Tub-sized, Air or Loft Dried. (Each ream to be wrapped with manila paper and sealed.) SPECIFICATIONS. WEIGHT.—25 x 40, 500; 53.5-pound basis (No. 20). STRENGTH.—Shall be not less than 31 points, except lot No. 94. STOCK.—Shall be not less than 50 per cent rag; the remainder shall be free from unbleached or ground-wood pulp. ASH.—Shall not exceed 3 per cent. SIZE.—Must be animal-sized. The total rosin shall not exceed 2.5 per cent. COLOR, FINISH, AND FORMATION.—Deliveries must conform to the standard sample in finish and formation and match in color the sample furnished with order.	<i>Pounds.</i>	<i>Cents.</i>	
88	Colored Writing Paper, Wove, Tub-sized, Air or Loft Dried, pink, green, and yellow, No. 8, cut 17 x 28 and 22 x 34 inches. Flat.	5,000	-----	No bid received.
89	Colored Writing Paper, Wove, Tub-sized, Air or Loft Dried, blue, pink, and yellow, No. 13, cut 19 x 24 inches. Flat.	20,000	16.49	The Ætna Paper Co.
90	Colored Writing Paper, Wove, Tub-sized, Air or Loft Dried, blue, buff, green, dark pink, light pink, salmon, and yellow, No. 16, cut 17 x 28, 21 x 32, 22 x 34, and 23 x 36 inches. Flat.	150,000	13.49	Do.
91	Colored Writing Paper, Wove, Tub-sized, Air or Loft Dried, blue, buff, golden, green, lilac, dark pink, light pink, salmon, and yellow, No. 24, cut 17 x 28, 19 x 24, 21 x 32, and 23 x 36 inches. Flat.	150,000	13.25	American Writing Paper Co.
92	Colored Writing Paper, Wove, Tub-sized, Air or Loft Dried, blue, buff, golden, green, lilac, dark pink, light pink, salmon, and yellow, No. 24, cut 17 x 28, 19 x 24, and 21 x 32 inches. Flat.	200,000	13.25	Do.
93	Colored Writing Paper, Wove, Tub-sized, Air or Loft Dried, blue, buff, green, dark pink, light pink, salmon, and yellow, No. 28, cut 21 x 32 and 22 x 34 inches. Flat.	75,000	13.5	Do.
94	Colored Writing Paper, Wove, Tub-sized, Air or Loft Dried, light pink, No. 40, cut 21 x 32 inches. Flat. (Strength shall be not less than 58 points.)	3,000	-----	No award.
	Fine White Writing, Wove, Tub-sized and Loft-dried. (Each ream to be wrapped with manila paper and sealed.) SPECIFICATIONS. WEIGHT.—25 x 40, 500; 85.5-pound basis (No. 32). STRENGTH.—Shall be not less than 54 points. STOCK.—Shall be 100 per cent rag. ASH.—Shall not exceed 2 per cent. SIZE.—Must be animal-sized. Rosin shall not exceed 2.5 per cent. COLOR, FINISH, AND FORMATION.—Deliveries must conform to the standard sample. WATERMARK.—Only seal of the United States, on a basis of four times on a sheet 16 x 21 inches, once in each quarter, the copy of this design to be supplied by the Public Printer.			
95	Fine White Writing Paper, Wove, Tub-sized and Loft-dried, Nos. 28 and 32, cut 21 x 32 inches. Flat. Minimum order, 2,000 pounds.	5,000	16.5	Southworth Co.

Lot.	DESCRIPTION OF PAPER.	QUANTITY.	PRICE PER POUND.	CONTRACTOR.
	WRITINGS—Continued. Safety, Machine Finish. SPECIFICATIONS. WEIGHT.—25 x 40, 500; 64.2-pound basis (No. 24). STRENGTH.—Shall be not less than 28 points. STOCK.—Shall be 100 per cent bleached sulphite pulp or rag and sulphite pulp in any proportion. ASH.—Shall not exceed 5 per cent. COLOR, FINISH, AND FORMATION.—Deliveries must conform to the standard sample. SAFETY DEVICE.—The paper must contain a dye or other substance very sensitive to the action of chemical reagents such as are used for removing ink, and should clearly show any attempt at mechanical erasure. The dyed or impregnated fibers should form a pattern only on the surface of the paper. The safety properties of the paper must be equal to those of the standard sample. Bidder must submit sample of safety design which he proposes to furnish and deliveries must conform to the accepted sample.	<i>Pounds.</i>	<i>Cents.</i>	
96	Safety Writing Paper, Machine Finish, blue, pink, green, salmon, and yellow, No. 24, cut 17 x 28 inches. Flat. (Each ream to be wrapped with manila paper and sealed). U S M O Blue Safety, Machine Finish, Safety or Sensitive Design. SPECIFICATIONS. WEIGHT.—25 x 40, 500; 42.8-pound basis (No. 16). STRENGTH.—Shall be not less than 20 points. STOCK.—Shall be 100 per cent bleached sulphite pulp or rag and sulphite pulp in any proportion. ASH.—Shall not exceed 5 per cent. COLOR, FINISH, AND FORMATION.—Deliveries must conform to the standard sample. The paper must contain a dye or other substance very sensitive to the action of chemical reagents such as are used for removing ink, and should clearly show any attempt at mechanical erasure. The dyed or impregnated fibers should form a pattern only on the surface of the paper. The safety properties of the paper must be equal to those of the standard sample. WATERMARK.—Must bear such design in the "dandy roll" used to effect the watermark as the Public Printer may prescribe. The "dandy roll" shall be furnished by the contractor at his expense and will immediately become the property of the United States, and must be delivered to the Public Printer or his authorized agent whenever demand is made therefor. This paper must also show such safety device as may be prescribed by the Public Printer. These safety devices shall not be used in the manufacture of any paper but that made for the Government.	5,000	16.7	R. P. Andrews Paper Co.
97	U S M O Blue Safety Writing Paper, Machine Finish, No. 16. Rolls, 8½, 11, and 22 inches wide. SPECIFICATIONS. WEIGHT.—25 x 40, 500; 42.8-pound basis (No. 16). STRENGTH.—Shall not be less than 30 points. STOCK.—Shall be not less than 50 per cent rag; the remainder shall be bleached sulphite pulp. ASH.—Shall not exceed 5 per cent. COLOR, FINISH, AND FORMATION.—Deliveries must conform to the standard sample. The paper must contain on surface aniline or fugitive dye, or other substance very sensitive to the action of chemical reagents such as are used for removing ink, and should clearly show any attempt at mechanical erasure. The sensitive properties of the paper must be equal to those of the standard sample. WATERMARK.—Must bear a distinctive watermark of such design in the "dandy roll" used to effect the watermark as the Public Printer may prescribe. The "dandy roll" shall be furnished by the contractor at his expense and will immediately become the property of the United States, and must be delivered to the Public Printer or his authorized agent whenever demand is made therefor. Paper is required, under these specifications, of such character as will prevent the alteration of money orders, but it is not intended to limit bids to the papers commercially known as "Safety paper."	400,000	16.7	Do.
97a	U S M O Blue Safety Writing Paper, Machine Finish, No. 16. Rolls, 8½, 11, and 22 inches wide.	400,000	-----	No award.

Lot.	DESCRIPTION OF PAPER.	QUANTITY.	PRICE PER POUND.	CONTRACTOR.
	MAP. (The weights of all map papers are designated by substance numbers which mean the weight in pounds per ream on the basis of a sheet 17 x 22 inches; as, for example, "No. 16, cut 21 x 32 inches," calls for a sheet weighing 16 pounds on a basis of 17 x 22 inches to be cut 21 x 32 inches in size.) Map, Lithograph Finish (Sample A). SPECIFICATIONS. WEIGHT.—25 x 40, 500; 53.5-pound basis (No. 20). STRENGTH.—Shall be not less than 23 points. STOCK.—Shall be not less than 25 per cent rag; the remainder shall be free from unbleached or ground-wood pulp. ASH.—Shall not exceed 2 per cent. SIZE.—Must be animal-sized. The total rosin shall not exceed 2.5 per cent. COLOR, FINISH, FORMATION, AND CLEANLINESS.—Deliveries must conform to the standard sample.			
98	Map Paper, Lithograph Finish (Sample A), Nos. 16 and 20, cut any size. Flat, maximum width 44 inches.	<i>Pounds.</i>	<i>Cents.</i>	
	a. Government Printing Office delivery-----	70,000	12.5	Hawthorne Paper Co.
	b. F. o. b., Holyoke, Mass-----		12.3	Do.
	Map, Lithograph Finish, Tub-sized, Air or Loft Dried (Sample B). SPECIFICATIONS. WEIGHT.—25 x 40, 500; 53.5-pound basis (No. 20). STRENGTH.—Shall be not less than 35 points. STOCK.—Shall be not less than 75 per cent rag; the remainder shall be free from unbleached or ground-wood pulp. ASH.—Shall not exceed 2 per cent. SIZE.—Must be animal-sized. Rosin shall not exceed 2.5 per cent. COLOR, FINISH, FORMATION, AND CLEANLINESS.—Deliveries must conform to the standard sample. FOLDING QUALITY.—Must be good. EXPANSION.—Must be satisfactory.			
99	Map Paper, Lithograph Finish, Tub-sized, Air or Loft Dried (Sample B), Nos. 16 and 20, cut any size. Flat, maximum width 44 inches.			
	a. Government Printing Office delivery-----	100,000	14.0	Do.
	b. F. o. b., Holyoke, Mass-----		13.8	Do.
100	Map Paper, Lithograph Finish, Tub-sized, Air or Loft Dried (Sample B), Nos. 16 and 20, cut any size. Flat, maximum width 44 inches.			
	a. Government Printing Office delivery-----	100,000	14.0	Do.
	b. F. o. b., Holyoke, Mass-----		13.8	Do.

LOT.	DESCRIPTION OF PAPER.	QUANTITY.	PRICE PER POUND.	CONTRACTOR.
	BONDS. (The weights of all bond, onionskin, and parchment deed papers are designated by substance numbers which mean the weight in pounds per ream on the basis of a sheet 17 x 22 inches; as, for example, "No. 16, cut 21 x 32 inches," calls for a sheet weighing 16 pounds on a basis of 17 x 22 inches to be cut 21 x 32 inches in size.) (Each flat ream to be wrapped with manila paper and sealed.) Thin Bond, White and Blue, Glazed and Unglazed, Tub-sized, Air or Loft Dried. SPECIFICATIONS. WEIGHT.—25 x 40, 500; 24.1-pound basis (No. 9). THICKNESS.—Shall not exceed .0017 inch for glazed and .0025 for unglazed. STRENGTH.—Shall be not less than 18 points. STOCK.—Shall be 100 per cent rag. ASH.—Shall not exceed 2 per cent for white and 3 per cent for blue. SIZE.—Must be animal-sized. Rosin shall not exceed 2.5 per cent. COLOR, FINISH, AND FORMATION.—Deliveries must conform to the standard sample in finish and formation and match in color the white or blue sample furnished with order.			
		<i>Pounds.</i>	<i>Cents.</i>	
101	Thin Bond, White, Glazed and Unglazed, Tub-sized, Air or Loft Dried, No. 8, cut any size. Flat, maximum width 32 inches.	2, 000	32.0	Esleeck Manufacturing Co.
102	Thin Bond, White, Glazed and Unglazed, Tub-sized, Air or Loft Dried, No. 9, cut any size. Flat, maximum width 32 inches.	80, 000	23.75	Do.
103	Thin Bond, White, Glazed and Unglazed, Tub-sized, Air or Loft Dried, Nos. 11 and 13, cut any size. Flat, maximum width 32 inches.	60, 000	21.6	Do.
104	Thin Bond, Blue, Glazed and Unglazed, Tub-sized, Air or Loft Dried, No. 8, cut any size. Flat, maximum width 32 inches.	1, 000	33.0	Do.
105	Thin Bond, Blue, Glazed and Unglazed, Tub-sized, Air or Loft Dried, No. 9, cut any size. Flat, maximum width 32 inches.	1, 000	24.75	Do.
106	Thin Bond, Blue, Glazed and Unglazed, Tub-sized, Air or Loft Dried, Nos. 11 and 13, cut any size. Flat, maximum width 32 inches.	4, 000	22.6	Do.
	Stationery Bond, Glazed and Unglazed, Tub-sized, Air or Loft Dried. SPECIFICATIONS. WEIGHT.—25 x 40, 500; 53.5-pound basis (No. 20). STRENGTH.—Shall be not less than 32 points. STOCK.—Shall be not less than 50 per cent rag, the remainder shall be free from unbleached or ground-wood pulp. ASH.—Shall not exceed 2 per cent for white and 3 per cent for colored. SIZE.—Must be animal-sized. Rosin shall not exceed 2.5 per cent. COLOR, FINISH, AND FORMATION.—Deliveries must conform to the standard sample in finish and formation and match in color the sample furnished with order. WATERMARK.—Only seal of the United States, on a basis of four times on a sheet 16 x 21 inches, once in each quarter, the copy of this design to be supplied by the Public Printer.			
107	Bond, White, Glazed and Unglazed, Tub-sized, Air or Loft Dried, Nos. 16, 20, 24, and 28, cut any size. Flat, maximum width 32 inches.	250, 000	12.39	The Ætna Paper Co.
108	Bond, White, Glazed and Unglazed, Tub-sized, Air or Loft Dried, Nos. 16, 20, 24, and 28, cut any size. Flat, maximum width 32 inches.	250, 000	12.39	Do.
109	Bond, Blue, Glazed and Unglazed, Tub-sized, Air or Loft Dried, Nos. 16, 20, 24, and 28, cut any size. Flat, maximum width 32 inches.	15, 000	14.3	Carew Manufacturing Co.
110	Bond, Colored, Glazed and Unglazed, Tub-sized, Air or Loft Dried, green, lilac, dark pink, light pink, salmon, and yellow, Nos. 16, 20, 24, and 28, cut any size. Flat, maximum width 32 inches.	15, 000	14.95	Strathmore Paper Co.

LOT.	DESCRIPTION OF PAPER.	QUANTITY.	PRICE PER POUND.	CONTRACTOR.
	BONDS—Continued. Bond, White, Glazed and Unglazed, Tub-sized, Air or Loft Dried. SPECIFICATIONS. WEIGHT.—25 x 40, 500; 53.5-pound basis (No. 20). STRENGTH.—Shall be not less than 40 points. STOCK.—Shall be 100 per cent rag. ASH.—Shall not exceed 2 per cent. SIZE.—Must be animal-sized. Rosin shall not exceed 2.5 per cent. COLOR, FINISH, AND FORMATION.—Deliveries must conform to the standard sample. WATERMARK.—Only seal of the United States, on a basis of four times on a sheet 16 x 21 inches, once in each quarter, the copy of this design to be supplied by the Public Printer.			
		<i>Pounds.</i>	<i>Cents.</i>	
✓ 111	Bond, White, Glazed and Unglazed, Tub-sized, Air or Loft Dried, Nos. 16, 20, 24, and 28, cut any size. Flat, maximum width 32 inches.	250,000	14.5	Hawthorne Paper Co.
112	Bond, White, Glazed and Unglazed, Tub-sized, Air or Loft Dried, Nos. 16, 20, 24, and 28, cut any size. Flat, maximum width 32 inches.	250,000	14.5	Do.
113	Bond, White, Glazed and Unglazed, Tub-sized, Air-dried, Nos. 20 and 28. Rolls, 21 inches wide.	40,000	17.45	Strathmore Paper Co.
	Bond, Colored, Glazed and Unglazed, Tub-sized, Air or Loft Dried. SPECIFICATIONS. WEIGHT.—25 x 40, 500; 53.5-pound basis (No. 20). STRENGTH.—Shall be not less than 40 points. STOCK.—Shall be 100 per cent rag. ASH.—Shall not exceed 3 per cent. SIZE.—Must be animal-sized. Rosin shall not exceed 2.5 per cent. COLOR, FINISH, AND FORMATION.—Deliveries must conform to the standard sample in finish and formation and match in color the sample furnished with order. WATERMARK.—Only seal of the United States, on a basis of four times on a sheet 16 x 21 inches, once in each quarter, the copy of this design to be supplied by the Public Printer.			
114	Bond, Colored, Glazed and Unglazed, Tub-sized, Air or Loft Dried, green, lilac, dark pink, light pink, salmon, and yellow, Nos. 16, 20, 24, and 28, cut any size. Flat, maximum width 32 inches.	15,000	17.45	Do.
115	Bond, Blue, Glazed and Unglazed, Tub-sized, Air or Loft Dried, Nos. 16, 20, 24, and 28, cut any size. Flat, maximum width 32 inches.	15,000	17.45	Do.
	Fine Bond, White, Glazed and Unglazed, Tub-sized and Loft-dried. SPECIFICATIONS. WEIGHT.—25 x 40, 500; 53.5-pound basis (No. 20). STRENGTH.—Shall be not less than 45 points. STOCK.—Shall be 100 per cent rag. ASH.—Shall not exceed 2 per cent. SIZE.—Must be animal-sized. Rosin shall not exceed 2 per cent. COLOR, FINISH, AND FORMATION.—Deliveries must conform to the standard sample in finish and formation and match in color the sample furnished with order. WATERMARK.—Only seal of the United States, on a basis of four times on a sheet 16 x 21 inches, once approximately in the center of each quarter, the copy of this design to be supplied by the Public Printer.			
116	Fine Bond, White, Glazed and Unglazed, Tub-sized and Loft-dried, Nos. 16, 20, 24, and 28, cut any size. Flat, maximum width 32 inches.	40,000	16.5	Southworth Co.

Lot.	DESCRIPTION OF PAPER.	QUANTITY.	PRICE PER POUND.	CONTRACTOR.
	NATURALIZATION BOND. (The weights of all bond papers are designated by substance numbers which mean the weight in pounds per ream on the basis of a sheet 17 x 22 inches; as, for example, "No. 16, cut 21 x 32 inches," calls for a sheet weighing 16 pounds on a basis of 17 x 22 inches to be cut 21 x 32 inches in size.) Declaration Bond, Tub-sized and Loft-dried. SPECIFICATIONS. WEIGHT.—25 x 40, 500; 53.5-pound basis (No. 20). STRENGTH.—Shall be not less than 44 points. STOCK.—Shall be 100 per cent rag. ASH.—Shall not exceed 2 per cent. SIZE.—Must be animal-sized. Rosin shall not exceed 2 per cent. COLOR, FINISH, AND FORMATION.—Deliveries must conform to the standard sample. WATERMARK.—Four localized watermarks to the sheet must conform in all particulars with that of the standard sample, and read as follows: U. S. A. U. S. A. Declaration of Intention U. S. A. U. S. A.			
117	Declaration Bond, White, Tub-sized and Loft-dried, No. 20, cut 17 x 22 inches. Flat. Minimum order, 2,000 pounds.	10, 000	19.5	Southworth Co.
	Petition Bond, Tub-sized and Loft-dried. SPECIFICATIONS. WEIGHT.—25 x 40, 500; 53.5-pound basis (No. 20). STRENGTH.—Shall be not less than 44 points. STOCK.—Shall be 100 per cent rag. ASH.—Shall not exceed 2 per cent. SIZE.—Must be animal-sized. Rosin shall not exceed 2 per cent. COLOR, FINISH, AND FORMATION.—Deliveries must conform to the standard sample. WATERMARK.—Four localized watermarks to the sheet must conform in all particulars with that of the standard sample, and read as follows: U. S. A. U. S. A. Petition for Naturalization U. S. A. U. S. A.			
118	Petition Bond, White, Tub-sized and Loft-dried, No. 20, cut 18 x 23 inches. Flat. Minimum order, 2,000 pounds.	5, 000	19.5	Do.
	ONIONSKIN. (The weights of onionskin papers are designated by substance numbers which mean the weight in pounds per ream on the basis of a sheet 17 x 22 inches; as, for example, "No. 26, cut 21 x 32 inches," calls for a sheet weighing 16 pounds on a basis of 17 x 22 inches to be cut 21 x 32 inches in size.) SPECIFICATIONS. WEIGHT.—25 x 40, 500; 19.5-pound basis (No. 7½). THICKNESS.—Shall not exceed .0012 inch. STRENGTH.—Shall be not less than 15 points. STOCK.—Shall be not less than 75 per cent rag; the remainder shall be free from unbleached or ground-wood pulp. ASH.—Shall not exceed 3 per cent. SIZE.—Must be animal-sized. The total rosin shall not exceed 2.5 per cent. COLOR, FINISH, AND FORMATION.—Deliveries must conform to the standard sample.			
119	Onionskin Paper, No. 7½, cut 16 x 21 and 19 x 24 inches. Flat. (Each ream to be wrapped with manila paper and sealed.) Minimum order, 1,000 pounds.	1, 000	40.0	Esleeck Manufacturing Co.

Lot.	DESCRIPTION OF PAPER.	QUANTITY.	PRICE PER POUND.	CONTRACTOR.
	PARCHMENT DEED. (The weights of all parchment deed papers are designated by substance numbers which mean the weight in pounds per ream on the basis of a sheet 17 x 22 inches; as, for example, "No. 16, cut 21 x 32 inches," calls for a sheet weighing 16 pounds on a basis of 17 x 22 inches to be cut 21 x 22 inches in size.) (Each ream to be wrapped with manila paper and sealed.) Parchment Deed, Tub-sized and Loft-dried. SPECIFICATIONS. WEIGHT.—25 x 40, 500; 64.2-pound basis (No. 24). STRENGTH.—Shall be not less than 52 points. STOCK.—Shall be 100 per cent rag. ASH.—Shall not exceed 2 per cent. SIZE.—Must be animal-sized. Rosin shall not exceed 2.5 per cent. COLOR, FINISH, AND FORMATION.—Deliveries must conform to the standard sample.			
120	Parchment Deed, Tub-sized and Loft-dried, No. 24, cut 22 $\frac{3}{4}$ x 31 $\frac{1}{4}$ inches. Flat. Minimum order, 1,000 pounds.	Pounds. 2, 400	Cents. 17.5	Southworth Co.
	Best Parchment Deed, Tub-sized and Loft-dried. SPECIFICATIONS. WEIGHT.—25 x 40, 500; 85.6-pound basis (No. 32). STRENGTH.—Shall be not less than 70 points. STOCK.—Shall be 100 per cent rag. ASH.—Shall not exceed 2 per cent. SIZE.—Must be animal-sized. Rosin shall not exceed 2 per cent. FOLDING ENDURANCE, WEAK DIRECTION.—For No. 32 shall be not less than 1,000 double folds; for No. 36 shall be not less than 2,000 double folds. COLOR, FINISH, AND FORMATION.—Must conform to the standard sample.			
121	Best Parchment Deed, Tub-sized and Loft-dried, Nos. 32 and 36, cut 19 x 23 inches. Flat. Minimum order, 1,500 pounds.	10, 000	26.0	Do.
	LEDGERS. (The weights of all ledger papers are designated by substance numbers which mean the weight in pounds per ream on the basis of a sheet 17 x 22 inches; as, for example, "No. 16, cut 21 x 32 inches," calls for a sheet weighing 16 pounds on a basis of 17 x 22 inches to be cut 21 x 32 inches in size.) (Each ream to be wrapped with manila paper and sealed.) Commercial Ledger, White, Tub-sized, Air or Loft Dried. SPECIFICATIONS. WEIGHT.—25 x 40, 500; 85.6-pound basis (No. 32). THICKNESS.—Shall not exceed .0055 inch. STRENGTH.—Shall be not less than 50 points, except lot No. 127. STOCK.—Shall be 75 per cent rag; the remainder shall be free from unbleached or ground-wood pulp. ASH.—Shall not exceed 2 per cent. SIZE.—Must be animal-sized. Rosin shall not exceed 2.5 per cent. ERASURES.—This paper must have good erasive qualities. COLOR, FINISH, AND FORMATION.—Deliveries must conform to the standard sample. WATERMARK.—Only seal of the United States, on a basis of four times on a sheet 16 x 21 inches, once in each quarter, the copy of this design to be supplied by the Public Printer.			
122	Commercial Ledger, White, Tub-sized, Air or Loft Dried, No. 20, cut 17 x 28 and 28 x 34 inches. Flat.	1, 000	14.8	Carew Manufacturing Co.
123	Commercial Ledger, White, Tub-sized, Air or Loft Dried, No. 24, cut 17 x 28 and 28 x 34 inches. Flat.	1, 000	14.8	Do

LOT.	DESCRIPTION OF PAPER.	QUANTITY.	PRICE PER POUND.	CONTRACTOR.
LEDGERS—Continued.				
Commercial Ledger, White, Tub-sized, Air or Loft Dried—Continued.		<i>Pounds.</i>	<i>Cents.</i>	
124	Commercial Ledger, White, Tub-sized, Air or Loft Dried, No. 28, cut 16 x 21, 17 x 28, 18 x 23, 19 x 24, 21 x 32, 23 x 36, and 28 x 34 inches. Flat.	80,000	14.3	Carew Manufacturing Co.
125	Commercial Ledger, White, Tub-sized, Air or Loft Dried, No. 32, cut 16 x 21, 18 x 23, 21 x 32, and 23 x 36 inches. Flat.	75,000	14.3	Do.
126	Commercial Ledger, White, Tub-sized, Air or Loft Dried, No. 36, cut 19 x 24 and 20 x 28 inches. Flat.	10,000	14.3	Do.
127	Commercial Ledger, White, Tub-sized, Air or Loft Dried, No. 40, cut 21 x 32 inches. Flat. (Strength shall be not less than 58 points.)	30,000	14.3	Do.
128	Commercial Ledger, White, Tub-sized, Air or Loft Dried, Nos. 20, 24, 28, 32, and 36, cut any size. Flat, maximum width 32 inches.	10,000	14.8	Do.
 Commercial Ledger, Colored, Tub-sized, Air or Loft Dried.				
SPECIFICATIONS.				
WEIGHT.—25 x 40, 500; 85.6-pound basis (No. 32).				
THICKNESS.—Shall not exceed .0055 inch.				
STRENGTH.—Shall be not less than 50 points, except lots Nos. 130 and 132.				
STOCK.—Shall be 75 per cent rag; the remainder shall be free from unbleached or ground-wood pulp.				
ASH.—Shall not exceed 3 per cent.				
SIZE.—Must be animal-sized. Rosin shall not exceed 2.5 per cent.				
ERASURE.—This paper must have good erasive qualities.				
COLOR, FINISH, AND FORMATION.—Deliveries must conform to the standard sample in finish and formation and match in color the sample furnished with order.				
WATERMARK.—Only seal of the United States, on a basis of four times on a sheet 16 x 21 inches, once in each quarter, the copy of this design to be supplied by the Public Printer.				
129	Commercial Ledger, Colored, Tub-sized, Air or Loft Dried, pink and yellow, Nos. 28 and 32, cut 18½ x 36, 21 x 32, and 23 x 36. Flat.	5,000	19.5	Do.
130	Commercial Ledger, Colored, Tub-sized, Air or Loft Dried, buff, green, pink, salmon, and yellow, No. 48, cut 21 x 32½ inches. Flat. (Strength shall be not less than 65 points.)	5,000	19.5	Do.
131	Commercial Ledger, Blue, Tub-sized, Air or Loft Dried, Nos. 32 and 36, cut 16 x 21, 17 x 28, 18 x 23, 19 x 24, 20 x 28, 21 x 32, and 24 x 32 inches. Flat.	5,000	19.5	Do.
132	Commercial Ledger, Blue, Tub-sized, Air or Loft Dried, No. 48, cut 21 x 32½ inches. Flat. (Strength shall be not less than 65 points.)	5,000	19.5	Do.

LOT.	DESCRIPTION OF PAPER.	QUANTITY.	PRICE PER POUND.	CONTRACTOR.
	LEDGERS—Continued.			
	Ledger, White, Tub-sized and Loft-dried.			
	SPECIFICATIONS.			
	WEIGHT.—25 x 40, 500; 96.4-pound basis (No. 36). THICKNESS.—Shall not exceed .0065 inch. STRENGTH.—Shall be not less than 82 points, except lots Nos. 137, 138, and 140. STOCK.—Shall be 100 per cent rag. ASH.—Shall not exceed 2 per cent. SIZE.—Must be animal-sized. Rosin shall not exceed 2 per cent. ERASURE.—This paper must have good erasive qualities. COLOR, FINISH, AND FORMATION.—Deliveries must conform to the standard sample. WATERMARK.—Only seal of the United States, on a basis of four times on a sheet 16 x 21 inches, once in each quarter, the copy of this design to be supplied by the Public Printer.	Pounds.	Cents.	
133	Ledger, White, Tub-sized and Loft-dried, No. 24, cut 17 x 28 and 24 x 38 inches. Flat.	40,000	16.75	American Writing Paper Co.
134	Ledger, White, Tub-sized and Loft-dried, No. 28, cut 16 x 21, 17 x 28, 18 x 23, 18½ x 36, 19 x 24, 21 x 32, 23 x 36, and 24 x 38 inches. Flat.	90,000	16.75	Do.
135	Ledger, White, Tub-sized and Loft-dried, No. 32, cut 16 x 21, 17 x 28, 18 x 23, 21 x 32, and 23 x 36 inches. Flat.	70,000	17.0	Do.
136	Ledger, White, Tub-sized and Loft-dried, No. 36, cut 17 x 28, 19 x 24, 20 x 28, and 24 x 38 inches. Flat.	40,000	17.0	Do.
137	Ledger, White, Tub-sized and Loft-dried, No. 40, cut 21 x 32½ inches. Flat. (Strength shall be not less than 88 points.)	50,000	17.5	Do.
138	Ledger, White, Tub-sized and Loft-dried, No. 48, cut 20½ x 24¾, 21 x 32½, and 22¾ x 31½ inches. Flat. (Strength shall be not less than 100 points.)	50,000	19.0	Hawthorne Paper Co.
139	Ledger, White, Tub-sized and Loft-dried, Nos. 20, 24, 28, 32, and 36, cut any size. Flat, maximum width 32 inches.	10,000	17.0	American Writing Paper Co.
140	Ledger, White, Tub-sized and Loft-dried, Nos. 40, 44, and 48, cut any size. Flat, maximum width 32 inches. (Strength shall be not less than 88 points, No. 40; 92 points, No. 44; 100 points, No. 48.)	10,000	19.0	Hawthorne Paper Co.
	Ledger, Colored, Tub-sized and Loft-dried.			
	SPECIFICATIONS.			
	WEIGHT.—25 x 40, 500; 96.4-pound basis (No. 36). THICKNESS.—Shall not exceed .0065 inch. STRENGTH.—Shall be not less than 82 points, except lots Nos. 142 and 144. STOCK.—Shall be 100 per cent rag. ASH.—Shall not exceed 3 per cent. SIZE.—Must be animal-sized. Rosin shall not exceed 2 per cent. ERASURE.—This paper must have good erasive qualities. COLOR, FINISH, AND FORMATION.—Deliveries must conform to the standard sample in finish and formation and match in color the sample furnished with order. WATERMARK.—Only seal of the United States, on a basis of four times on a sheet 16 x 21 inches, once in each quarter, the copy of this design to be supplied by the Public Printer.			
141	Ledger, Colored, Tub-sized and Loft-dried, pink and yellow, Nos. 28 and 32, cut 18½ x 36, 21 x 32, and 23 x 36 inches. Flat.	8,000	-----	No award.

LOT.	DESCRIPTION OF PAPER.	QUANTITY.	PRICE PER POUND.	CONTRACTOR.
LEDGERS—Continued.				
	Ledger, Colored, Tub-sized and Loft-dried—Con.	<i>Pounds.</i>	<i>Cents.</i>	
142	Ledger, Colored, Tub-sized and Loft-dried, buff, green, pink, salmon, and yellow, No. 48, cut 21 x 32½ inches. Flat. (Strength shall be not less than 100 points.)	20, 000	-----	No award.
143	Ledger, Blue, Tub-sized and Loft-dried, Nos. 32 and 36, cut 16 x 21, 17 x 28, 18 x 23, 19 x 24, 20 x 28, 21 x 32, and 24 x 32 inches. Flat.	8, 000	-----	Do.
144	Ledger, Blue, Tub-sized and Loft-dried, No. 48, cut 21 x 32½ inches. Flat. (Strength shall be not less than 100 points.)	5, 000	-----	Do.
Heavy Ledger, Single-ply, Tub-sized and Loft-dried.				
SPECIFICATIONS.				
WEIGHT.—25 x 40, 500; 160.4-pound basis (No. 60). THICKNESS.—Shall not exceed .0100 inch. STRENGTH.—Shall be not less than 100 points. STOCK.—Shall be 100 per cent rag. ASH.—Shall not exceed 2 per cent for white, and 3 per cent for colored. SIZE.—Must be animal-sized. Rosin shall not exceed 2 per cent. ERASURE.—This paper must have good erasive qualities. COLOR, FINISH, AND FORMATION.—Deliveries must conform to the standard sample in finish and formation and match in color the sample furnished with order.				
145	Heavy Ledger, White, Single-ply, Tub-sized and Loft-dried, No. 60, cut 21 x 32½ inches. Flat.	150, 000	17.75	American Writing Paper Co.
146	Heavy Ledger, Blue, Single-ply, Tub-sized and Loft-dried, No. 60, cut 21 x 32½ inches. Flat.	3, 000	24.0	Do.
147	Heavy Ledger, Colored, Single-ply, Tub-sized and Loft-dried, pink, yellow, buff, salmon, and green, No. 60, cut 21 x 32½ inches. Flat.	15, 000	24.0	Do.
TISSUE.				
(Each ream to be wrapped flat in manila paper and sealed.)				
Railroad Manila, Ruled One Side.				
SPECIFICATIONS.				
WEIGHT.—25 x 40, 500; 11.7-pound basis (20 x 30—7). STOCK.—Shall be not less than 50 per cent manila or jute; the remainder shall be sulphite pulp. COLOR, FINISH, AND RULING.—Deliveries must conform to the standard sample.				
148	Railroad Manila Tissue Paper, ruled one side, 20 x 30 inches 7 pounds. Flat. Minimum order, 750 pounds.	750	-----	No bid received.

LOT.	DESCRIPTION OF PAPER.	QUANTITY.	PRICE PER POUND.	CONTRACTOR.
	TISSUE—Continued. White. SPECIFICATIONS. WEIGHT.—25 x 40, 500; 13.3-pound basis (20 x 30—8). STRENGTH.—Shall be not less than 5 points. STOCK.—Shall be not less than 50 per cent rag; the remainder shall be free from unbleached or ground-wood pulp. COLOR, FINISH, AND FORMATION.—Deliveries must conform to the standard sample.	<i>Pounds.</i>	<i>Cents.</i>	
149	White Tissue Paper, 20 x 30 inches 8 pounds. Flat. Minimum order, 500 pounds.	5, 000	-----	No bid received.
	White Stereo. SPECIFICATIONS. WEIGHT.—25 x 40, 500; 13.1-pound basis (19 x 24—6). THICKNESS.—Shall not exceed .0015 inch. STRENGTH.—Shall be not less than 6 points. STOCK.—Shall be not less than 75 per cent rag; the remainder shall be free from unbleached or ground-wood pulp. ASH.—Shall not exceed 2 per cent. COLOR, FINISH, AND FORMATION.—Deliveries must conform to the standard sample.			
150	White Stereo Tissue Paper, 19 x 24 inches 6 pounds. Minimum order, 750 pounds.	1, 500	-----	Do.
	Cream Stereo. SPECIFICATIONS. WEIGHT.—25 x 40, 500; 9.9-pound basis (19 x 24—4.5). THICKNESS.—Shall not exceed .0012 inch. STRENGTH.—Shall be not less than 7 points. STOCK.—Shall be 100 per cent rag. ASH.—Shall not exceed 2 per cent. COLOR, FINISH, AND FORMATION.—Deliveries must conform to the standard sample.			
151	Cream Stereo Tissue Paper, 19 x 24 inches 4½ pounds. Minimum order, 500 pounds.	500	-----	Do.
	COVERS. (Each ream of Cover Paper to be wrapped and sealed.) Smooth Cover, Colored. SPECIFICATIONS. WEIGHT.—25 x 40, 500; 100-pound basis (20 x 25—50). STRENGTH.—Shall be not less than 35 points. STOCK.—Shall be not less than 25 per cent rag; the remainder shall be free from ground-wood pulp. ASH.—Shall not exceed 5 per cent. COLOR AND FINISH.—Deliveries must conform to the standard sample in finish and match in color the sample furnished with order.			
152	Smooth Cover, Colored, dark blue, light blue, brown, granite, green, pink, tea, and yellow, 20 x 25 inches 50 pounds and 33 x 46 inches 148 pounds. Flat.	100, 000	-----	No award.

Lot.	DESCRIPTION OF PAPER.	QUANTITY.	PRICE PER POUND.	CONTRACTOR.
	COVERS—Continued. Rough Cover, Colored (Sample A). SPECIFICATIONS. WEIGHT.—25 x 40, 500; 100-pound basis (20 x 25—50). STRENGTH.—Shall be not less than 30 points. STOCK.—Shall be not less than 25 per cent rag; the remainder shall be free from ground-wood pulp. ASH.—Shall not exceed 5 per cent. COLOR AND FINISH.—Deliveries must conform to the standard sample in finish and match in color the sample furnished with order.	<i>Pounds.</i>	<i>Cents.</i>	
153	Rough Cover, Colored (Sample A), quaker drab, robin's egg, and terra cotta, 20 x 25 inches 50-pound basis, cut 20 x 25 and 21 x 32 inches. Flat.	25, 000	-----	No award.
	Rough Cover, Colored (Sample B). SPECIFICATIONS. WEIGHT.—25 x 40, 500; 100-pound basis (20 x 25—50). STRENGTH.—Shall be not less than 35 points. STOCK.—Shall be not less than 50 per cent rag; the remainder shall be free from ground-wood pulp. ASH.—Shall not exceed 5 per cent. COLOR AND FINISH.—Deliveries must conform to the standard sample in finish and match in color the sample furnished with order.			
154	Rough Cover, Colored (Sample B), dawn, sage, gobelin, blue, suede, khaki, and moss green, 20 x 25 inches 50 pounds. Flat.	150, 000	-----	Do.
	Coated Cover, Colored. SPECIFICATIONS. WEIGHT.—25 x 40, 500; 100-pound basis (20 x 25—50). STRENGTH.—Shall be not less than 20 points. STOCK.—Shall be free from unbleached and ground-wood pulp. ASH.—Shall not exceed 35 per cent. COLOR AND FINISH.—Deliveries must conform to the standard sample in finish and match in color the sample furnished with order.			
155	Coated Cover, Colored, india tint, light green, and primrose, 25 x 40 inches 100 pounds. Flat.	30, 000	11.75	The Champion Coated Paper Co.
	KRAFT WRAPPING. SPECIFICATIONS. WEIGHT.—25 x 40, 500; 57.8-pound basis (24 x 36—50). STRENGTH.—Shall be not less than 48 points. STOCK.—Shall be free from ground-wood pulp. COLOR AND FINISH.—Deliveries must conform to the standard sample.			
156	Kraft Wrapping Paper, any size on 24 x 36 inches 30 to 70-pound bases. (Soft ream fold in bundles).	100, 000	-----	No award.

LOT.	DESCRIPTION OF PAPER.	QUANTITY.	PRICE PER POUND.	CONTRACTOR.
	MANILAS. Wood Manila. SPECIFICATIONS. WEIGHT.—25 x 40, 500; 60-pound basis (24 x 36—50). STRENGTH.—Shall be not less than 20 points. STOCK.—May be not more than 50 per cent ground-wood pulp. COLOR AND FINISH.—Deliveries must conform to the standard sample.	<i>Pounds.</i>	<i>Cents.</i>	
157	Wood Manila Paper, any size on 24 x 36 inches 40 to 60-pound bases. Flat. (Must be free from waves and wrinkles and be carefully packed in cases).	100,000	-----	No award.
158	Wood Manila Paper, any size on 24 x 36 inches 40 to 60-pound bases. Rolls; width, minimum 6 inches, maximum 48 inches.	400,000	-----	Do.
	Jute Manila, High Finish. SPECIFICATIONS. WEIGHT.—25 x 40, 500; 153.5-pound basis (24 x 36—133). STRENGTH.—Shall be not less than 110 points, except lot No. 160. STOCK.—Shall be not less than 25 per cent jute or manila; the remainder shall be sulphite pulp. COLOR AND FINISH.—Deliveries must conform to the standard sample.			
159	Jute Manila Paper, High Finish, 24 x 36 inches 133-pound basis, cut 24 x 38, 26 x 28, and 26 x 34 inches. Flat.	120,000	-----	Do.
160	Jute Manila Paper, High Finish, 24 x 36 inches 80-pound basis. Rolls, 18 inches wide. (Strength shall be not less than 70 points).	80,000	-----	Do.
	Rope Manila. SPECIFICATIONS. WEIGHT.—25 x 40, 500; 81-pound basis (24 x 36—70). STRENGTH.—Shall be not less than 70 points. STOCK.—Shall be not less than 75 per cent manila and jute, the remainder shall be sulphite pulp. COLOR AND FINISH.—Deliveries must conform to the standard sample.			
161	Rope Manila Paper, 24 x 36 inches 50-pound basis, cut 24 x 36 and 30 x 46 inches. Flat.	20,000	-----	Do.
162	Rope Manila Paper, 24 x 36 inches 60-pound basis, cut 24 x 38, 27 x 38, and 40 by 42 inches. Flat.	50,000	-----	Do.
163	Rope Manila Paper, 24 x 36 inches 80-pound basis, cut 27 x 38, 33 x 33, and 38 x 38 inches. Flat.	50,000	-----	Do.
164	Rope Manila Paper, 24 x 36 inches 140-pound basis, cut 24 x 38 inches. Flat.	40,000	-----	Do.
165	Rope Manila Paper, any size on 24 x 36 inches 70-pound basis. Flat.	10,000	-----	Do.
166	Rope Manila Paper, 24 x 36 inches 70-pound basis. Rolls; width, minimum 6 inches, maximum, 36 inches.	15,000	-----	Do.

LOT.	DESCRIPTION OF PAPER.	QUANTITY.	PRICE PER POUND.	CONTRACTOR.
	MANILAS—Continued. Oiled Manila Tympan. SPECIFICATIONS. WEIGHT.—25 x 40, 500; 99.6-pound basis (24 x 36—86). THICKNESS.—Shall not exceed .0055 inch. STRENGTH.—Shall be not less than 45 points. STOCK.—Shall be 100 per cent sulphite pulp. ASH.—Shall not exceed 5 per cent. OIL.—Must be evenly distributed and odorless, and the paper must not be greasy to the touch. SURFACE.—Must be uniform, even, and free from lumps.	<i>Pounds.</i>	<i>Cents.</i>	
167	Oiled Manila Tympan Paper, 24 x 36 inches 86-pound basis. Rolls, 19, 38, 48, and 55 inches wide; maximum weight 150 pounds.	20, 000	-----	No bid received.
	Manila Tympan. SPECIFICATIONS. WEIGHT.—25 x 40, 500; 173.7-pound basis (24 x 36—150). THICKNESS.—Shall not exceed .0130 inch. STRENGTH.—Shall not be less than 100 points. STOCK.—Shall be 100 per cent sulphite pulp. ASH.—Shall not exceed 5 per cent. SURFACE.—Must be uniform, even, and free from lumps.			
168	Manila Tympan Paper, 24 x 36 inches 150-pound basis. Rolls, 48 and 55 inches wide; maximum weight 150 pounds. Minimum order, 500 pounds.	500	-----	Do.
	MANILA BOARDS. Manila Board. SPECIFICATIONS. WEIGHT.—25 x 40, 500; 117-pound basis (22½ x 28½—75). STRENGTH.—Shall be not less than 32 points. STOCK.—May be not more than 75 per cent ground-wood pulp. COLOR AND FINISH.—Deliveries must conform to the standard sample.			
169	Manila Board, 22½ x 28½ inches 75-pound basis. Rolls, 21½ inches wide.	40, 000	-----	No award.
	Manila Cardboard. SPECIFICATIONS. WEIGHT.—25 x 40, 500; 312-pound basis (22½ x 28½—200). STRENGTH.—Shall be not less than 100 points. STOCK.—May be not more than 50 per cent ground-wood pulp. COLOR AND FINISH.—Deliveries must conform to the standard sample.			
170	Manila Cardboard, any size on 22½ x 28½ inches 200-pound basis. Flat. (Unwrapped, with colored-paper markers between each 100 sheets.)	50, 000	-----	Do.

Lot.	DESCRIPTION OF PAPER.	QUANTITY.	PRICE PER POUND.	CONTRACTOR.
	MANILA BOARDS—Continued. Manila Tag Board, Calendered. SPECIFICATIONS. WEIGHT.—25 x 40, 500; 131.1-pound basis (22½ x 28½—84). THICKNESS.—Minimum, .0070 inch, maximum, .0080 inch. STRENGTH.—Shall be not less than 53 points. STOCK.—Shall be 100 per cent sulphite pulp. ASH.—Shall not exceed 2 per cent. COLOR AND FINISH.—Deliveries must conform to the standard sample and must be firm, snappy, and free from curl or flimsiness. The board must be uniformly run, free from pinholes, have a smooth, even surface on both sides, and be suitable for use on tabulating machines.	<i>Pounds.</i>	<i>Cents.</i>	
171	Manila Tag Board, Calendered, 22½ x 28½ inches 84-pound basis. Rolls, 24 and 26¾ inches wide.	40, 000	-----	No award.
	CARDBOARD. (Cardboard to be wrapped and sealed in parcels of 100 sheets each.) White Railroad Board. SPECIFICATIONS. WEIGHT.—25 x 40, 500; 437-pound basis (22½ x 28½—280). STRENGTH.—Shall be not less than 100 points. STOCK.—Facing sheets shall be free from ground-wood pulp. COLOR AND FINISH.—Deliveries must conform to the standard sample.			
172	White Railroad Board, 22½ x 28½ inches 280 pounds. Flat. Minimum order, 1,000 pounds.	5, 000	-----	No bid received.
	Colored Cardboard. SPECIFICATIONS. WEIGHT.—25 x 40, 500; 312-pound basis (22½ x 28½—200). STRENGTH.—Shall be not less than 80 points. COLOR AND FINISH.—Deliveries must conform to the standard sample in finish and match in color the sample furnished with order.			
173	Colored Cardboard, ash gray, blue, buff, green, lemon, orange, and red, 22½ x 28½ inches 200 pounds. Flat. Minimum order, 2,000 pounds.	10, 000	-----	Do.
	White China Board. SPECIFICATIONS. WEIGHT.—25 x 40, 500; 312-pound basis (22½ x 28½—200). STRENGTH.—Shall be not less than 80 points. STOCK.—Facing sheets shall be free from ground-wood pulp. COLOR AND FINISH.—Deliveries must conform to the standard sample.			
174	White China Board, 22½ x 28½ inches 200 pounds. Flat. Minimum order, 2,000 pounds.	10, 000	-----	Do.

Lot.	DESCRIPTION OF PAPER.	QUANTITY.	PRICE PER POUND.	CONTRACTOR.
	BRISTOL BOARDS. Colored Bristol Board. SPECIFICATIONS. WEIGHT.—25 x 40, 500; 156-pound basis (22½ x 28½—100). THICKNESS.—Shall not exceed .0110 inch. STRENGTH.—Shall be not less than 52 points. STOCK.—May be not more than 25 per cent ground-wood pulp. ASH.—Shall not exceed 15 per cent. COLOR AND FINISH.—Deliveries must conform to the standard sample in finish and match in color the sample furnished with order. SURFACE.—Must be suitable for writing with either ink or pencil.	<i>Pounds.</i>	<i>Cents.</i>	
175	Colored Bristol Board, buff, blue, gray, golden, green, melon, pink, quaker drab, and yellow, 22½ x 28½ inches 100-pound basis, cut 21 x 31 inches. Flat. (To be wrapped and sealed in parcels of 100 sheets each.)	80, 000	-----	No award.
176	Colored Bristol Board, blue, brown, golden, gray, green, melon, pink, and yellow, 22½ x 28½ inches 100-pound basis. Rolls, 20¾ inches wide.	250, 000	-----	Do.
177	Colored Bristol Board, blue, brown, golden, gray, green, melon, pink, and yellow, 22½ x 28½ inches 100-pound basis. Rolls, 20¾ inches wide.	250, 000	-----	Do.
	Cream Bristol Board. SPECIFICATIONS. WEIGHT.—25 x 40, 500; 156-pound basis (22½ x 28½—100). THICKNESS.—Shall not exceed .0100 inch. STRENGTH.—Shall be not less than 50 points. STOCK.—Shall be free from unbleached or ground-wood pulp. ASH.—Shall not exceed 5 per cent. COLOR AND FINISH.—Deliveries must conform to the standard sample.			
178	Cream Bristol Board, 22½ x 28½ inches 100-pound basis. Rolls, 44½ inches wide.	100, 000	-----	Do.
	White Bristol Board, No. 1. SPECIFICATIONS. WEIGHT.—25 x 40, 500; 187.4-pound basis (22½ x 28½—120). THICKNESS.—Shall not exceed .0100 inch. STRENGTH.—Shall be not less than 90 points. STOCK.—Shall be free from unbleached or ground-wood pulp. ASH.—Shall not exceed 10 per cent. COLOR AND FINISH.—Deliveries must conform to the standard sample.			
179	White Bristol Board, No. 1, 22½ x 28½ inches 120 pounds. Flat. (To be wrapped and sealed in parcels of 100 sheets each.)	100, 000	-----	Do.

LOT.	DESCRIPTION OF PAPER.	QUANTITY.	PRICE PER POUND.	CONTRACTOR.
BRISTOL BOARDS—Continued. Index Bristol Board. (To be wrapped and sealed in parcels of 100 sheets each.) SPECIFICATIONS. WEIGHT.—25 x 40, 500; 273.1-pound basis (22½ x 28½—175). THICKNESS.—Minimum .0150 inch, maximum .0160 inch. STRENGTH.—Shall be not less than 146 points. STOCK.—Shall be not less than 50 per cent rag; the remainder shall be free from ground-wood pulp. ASH.—Shall not exceed 2 per cent for white, and 3 per cent for colored. COLOR AND FINISH.—Deliveries must conform to the standard sample in finish and match in color the sample furnished with order.				
		<i>Pounds.</i>	<i>Cents.</i>	
180	Index Bristol Board, White, 22½ x 28½ inches 175 and 230 pounds. Flat.	7, 000	-----	No award.
181	Index Bristol Board, Blue, 22½ x 28½ inches 175 and 230 pounds. Flat.	2, 000	-----	Do.
182	Index Bristol Board, buff, fawn, golden, green, pink, salmon, and yellow, 22½ x 28½ inches 175 and 230 pounds. Flat.	10, 000	-----	Do.
MISCELLANEOUS. White Paraffin. SPECIFICATIONS. WEIGHT.—25 x 40, 500; 17.6-pound basis (24 x 38—16). STRENGTH.—Shall be not less than 5 points. STOCK.—Shall be free from unbleached or ground-wood pulp. PARAFFIN.—Shall be not less than 20 per cent nor more than 30 per cent and shall be uniformly applied.				
183	White Paraffin Paper, 24 x 38 inches 16 pounds. Flat. (Each ream to be wrapped flat in manila paper and sealed.) Minimum order, 500 pounds.	2, 000	-----	Do.
White Noncurling Gummed. SPECIFICATIONS. Deliveries must conform to the standard sample.				
184	White Noncurling Gummed Paper, 17 x 22 inches 23 pounds and 20 x 24 inches 30 pounds. Flat. (Each ream to be wrapped flat in manila paper and sealed.) Minimum order, 250 pounds.	1, 500	15.4	R. P. Andrews Paper Co.
Blotting. SPECIFICATIONS. WEIGHT.—25 x 40, 500; 219.3-pound basis (19 x 24—100). STRENGTH.—Shall be not less than 20 points. STOCK.—Shall be not less than 50 per cent rag; the remainder shall be free from ground-wood pulp. ASH.—Shall not exceed 15 per cent. ABSORPTION.—Shall be, on Klemm scale, not less than 60 mm. in 10 minutes. COLOR.—Any standard color.				
185	Blotting Paper, white, blue, and pink, 19 x 24 inches 100 pounds. Flat. (To be put up wrapped in ½-ream bundles.) Minimum order, 500 pounds.	1, 500	^a 9.974	Old Dominion Paper Co.

^a White and pink only.

Lot.	DESCRIPTION OF PAPER.	QUANTITY.	PRICE PER POUND.	CONTRACTOR.
	MISCELLANEOUS—Continued. Stereotype Molding, White. SPECIFICATIONS. WEIGHT.—25 x 40, 480; 219.3-pound basis (19 x 24, 480; 100). THICKNESS.—Shall not exceed .0260 inch. STRENGTH.—Shall be not less than 40 points. STOCK.—Shall be free from ground-wood pulp. ASH.—Shall not exceed 10 per cent. MOLDING QUALITY.—Shall be satisfactory for paper process.	<i>Pounds.</i>	<i>Cents.</i>	
186	White Stereotype Molding Paper for paper process, 19 x 24 inches 100 pounds. Flat. (To be put up wrapped in $\frac{1}{2}$ -ream bundles.) Minimum order, 2,000 pounds.	8, 000	10.65	R. P. Andrews Paper Co.
	Stereotype Molding, Red. SPECIFICATIONS. WEIGHT.—25 x 40, 480; 87.7-pound basis (19 x 24, 480; 40). THICKNESS.—Shall not exceed .0090 inch. STRENGTH.—Shall be not less than 14 points. STOCK.—Shall be free from ground-wood pulp. ASH.—Shall not exceed 10 per cent. MOLDING QUALITY.—Shall be satisfactory for paper process.			
187	Red Stereotype Molding Paper for paper process, 19 x 24 inches 40 pounds. Flat. (To be put up wrapped in 1-ream bundles.) Minimum order, 1,000 pounds.	3, 000	10.65	Do.
	Monotype Keyboard and Casting Machine. SPECIFICATIONS. WEIGHT.—25 x 40, 500; 46.3-pound basis (24 x 36—40). STRENGTH.—Shall be not less than 15 points. STOCK.—Shall be free from unbleached or ground-wood pulp. MARGINAL PERFORATIONS.—Shall be exactly aligned, of uniform pitch, cleanly perforated, and free from loose punchings. Paper with marginal perforations different from those of the standard sample may be supplied, the bidder offering such paper hereby agreeing to furnish, free of expense or obligation on the part of the Government, all the equipment required for its use, which equipment shall become the property of the Government and shall be interchangeable with the parts now in use and to be retained by the Government Printing Office. GENERAL.—Paper must be free from dirt, fuzz, lumps, holes, or other material likely to clog or injure the mechanism of the keyboard machine or which would likely cause incorrect or imperfect castings.			
188	Monotype Keyboard and Casting-machine Paper, 24 x 36 inches 40-pound basis. Rolls, approximately 2 pounds each, containing approximately 340 feet to a roll, in cases of approximately 120 rolls each.	60, 000	-----	No award.
	Offset, for Web Presses. SPECIFICATIONS. WEIGHT.—25 x 40, 500; 34.7-pound basis (24 x 36—30). STRENGTH.—Shall be not less than 18 points. STOCK.—Shall be 100 per cent sulphite pulp. ASH.—Shall not exceed 3 per cent.			
189	Offset Paper for Web Presses, 24 x 36 inches 30-pound basis. Rolls, 26 and 39 inches wide. Minimum order, 2,000 pounds.	8, 000	11.0	Republic Bag & Paper Co.

Lot.	DESCRIPTION OF PAPER.	QUANTITY.	PRICE PER POUND.	CONTRACTOR.
	MISCELLANEOUS—Continued. Plate Wiping, for Embossing Presses. SPECIFICATIONS. WEIGHT.—25 x 40, 500; 69.4-pound basis (24 x 36—60). STRENGTH.—Shall be not less than 30 points. STOCK.—Shall be free from ground-wood pulp. ASH.—Shall not exceed 3 per cent. SURFACE.—Must be as smooth and free from lumps as the standard sample.	<i>Pounds.</i>	<i>Cents.</i>	
190	Plate Wiping Paper for Embossing Presses, 24 x 36 inches 60-pound basis. Rolls, without breaks or scraps, wound solid at an even tension, 4 and 5 inches wide, maximum diameter 12 inches, with 1 $\frac{3}{4}$ -inch hole in the center.	5,000	-----	No award.
191	Plate Wiping Paper for Embossing Presses, 24 x 36 inches 60-pound basis. Rolls, without breaks or scraps, wound solid at an even tension, 6, 7, and 8 inches wide, maximum diameter 12 inches, with 1 $\frac{3}{4}$ -inch hole in the center.	5,000	-----	Do.
	Back Lining, for Case-making Machines. SPECIFICATIONS. WEIGHT.—25 x 40, 500; 104.2-pound basis (24 x 36—90). STRENGTH.—Shall be not less than 25 points.			
192	Back Lining Paper for Case-making Machines, 24 x 36 inches 90-pound basis. Rolls, 24 inches wide. Minimum order, 2,000 pounds.	5,000	-----	Do.
	Lining, for Headband, Lining, and Crashing Machines. SPECIFICATIONS. WEIGHT.—25 x 40, 500; 92.6-pound basis (24 x 36—80). STRENGTH.—Shall be not less than 70 points. STOCK.—Shall be free from ground-wood pulp. ASH.—Shall not exceed 5 per cent.			
193	Lining Paper for Headband, Lining, and Crashing Machines, 24 x 36 inches 80-pound basis. Rolls, 24 inches wide. Minimum order, 2,000 pounds.	3,000	-----	Do.
	Tablet Stripping. SPECIFICATIONS. WEIGHT.—25 x 40, 500; 46.3-pound basis (24 x 36—40). STRENGTH.—Shall be not less than 40 points. STOCK.—Shall be free from ground-wood pulp. ASH.—Shall not exceed 5 per cent.			
194	Tablet Stripping Machine Paper, 24 x 36 inches 40-pound basis. Rolls, 24 inches wide. Minimum order, 500 pounds.	1,000	-----	No bid received.

LOT.	DESCRIPTION OF PAPER.	QUANTITY.	PRICE PER REAM.	CONTRACTOR.
MISCELLANEOUS—Continued.				
Carbon Paper.				
SPECIFICATIONS.				
WEIGHT.—18 x 23, 500; medium. Deliveries must conform to the standard sample.				
		<i>Reams.</i>	<i>Dollars.</i>	
195	Black Carbon Paper, 18 x 23 inches, medium weight, carbonized both sides, for pencil use. Flat. (Wrapped with manila paper, in reams of 500 sheets; each 100 sheets separated by cardboards top and bottom).	100	6.30	Hess-Hawkins Co.
196	Blue Carbon Paper, manifold, 18 x 23 inches, medium weight, carbonized one side. Flat. (Wrapped with manila paper, in reams of 500 sheets; each 100 sheets separated by cardboards top and bottom).	300	^a 6.40	Do.
Lining Papers.				
(Each ream to be wrapped and sealed.)				
Marbled and Combed Papers may be either dipped or lithographed. Bidders are required to submit samples for each lot, and deliveries shall conform to the accepted samples. Marbled and Combed Papers must have the grain running the 22-inch way of the sheet in sizes 22 x 28 inches, and the 25-inch way in the sizes 20 x 25 inches. Designs on all Combed Paper must run opposite to the grain of the paper. Lithographed Paper must have the grain running the 28-inch way of the sheet.				
197	Brown Marbled Paper, 20 x 25 inches. Flat.....	5	-----	No award.
198	Red Marbled Paper, 20 x 25 inches. Flat.....	5	-----	Do.
199	Green Marbled Paper, 22 x 28 inches. Flat.....	15	-----	Do.
200	Blue Marbled Paper, 22 x 28 inches. Flat.....	10	-----	Do.
201	Red Marbled Paper, 22 x 28 inches. Flat.....	100	-----	Do.
202	Brown Marbled Paper, 22 x 28 inches. Flat.....	15	-----	Do.
203	Best Combed Paper (fine comb), 22 x 28 inches. Flat...	15	-----	Do.
204	Best Combed Paper (medium comb), 22 x 28 inches. Flat.	20	-----	Do.
205	Best Combed Paper (coarse comb), 22 x 28 inches. Flat...	30	-----	Do.
206	Best Combed Paper (fine comb), 20 x 25 inches. Flat...	10	-----	Do.
207	Best Combed Paper (medium comb), 20 x 25 inches. Flat.	15	-----	Do.
208	Best Combed Paper (coarse comb), 20 x 25 inches. Flat.	10	-----	Do.
209	Lithographed Paper (standard sample design), 24 x 28 inches. Flat.	10	-----	Do.
	Extra price per ream for furnishing any of the above Lining Papers, with varnished or gloss finish.	-----	-----	Do.

^a 300 reams black one side as per specifications and bidder's sample No. 2.

LOT.	DESCRIPTION OF PAPER.	QUANTITY.	PRICE PER POUND.	CONTRACTOR.
MISCELLANEOUS—Continued.				
Paperoid.				
SPECIFICATIONS.				
WEIGHT.—25 x 40, 500; 203.8-pound basis (24 x 36—176). STRENGTH.—Shall be not less than 100 points. TEXTURE AND SURFACE.—Must be close in texture, of uniform thickness, with an unfinished surface free from irregularities and blisters. COLOR.—Deliveries must match in color the sample furnished with order.				
		<i>Pounds.</i>	<i>Cents.</i>	
210	Paperoid, 24 x 36 inches, 176 pounds. Flat. Minimum order, 250 pounds.	1, 500	-----	No bid received.
Pressboard.				
SPECIFICATIONS.				
WEIGHT.—24 x 32, 144; 80 pounds. STRENGTH.—Shall be not less than 80 points. TEXTURE AND SURFACE.—Must be close in texture, of uniform thickness, with hard and smooth surfaces free from irregularities and blisters. COLOR.—Deliveries must match in color the sample furnished with order.				
211	Pressboard, 24 x 32 inches, weight 80 pounds to 144 sheets. Flat. Minimum order, 1,000 pounds.	3, 000	-----	Do.
Parchment.				
SPECIFICATIONS.				
Deliveries must be of the quality of the standard sample submitted by the Public Printer on request.				
		<i>Sheets.</i>	<i>Cents.</i>	
212	Parchment, 15 x 21 inches. Flat. (To be wrapped and sealed in packages of 100 sheets each.)	1, 000	-----	No award.
BINDER'S BOARDS.				
SPECIFICATIONS.				
Deliveries must conform to the standard sample, and, on lots Nos. 218 to 222, inclusive, especially in water resistance and springiness. Numbers stated for all boards indicate the number of sheets to the 50-pound bundle.				
		<i>Pounds.</i>	<i>Cents.</i>	
213	News Board, 26 x 38 inches, Nos. 100 and 120. (To be trimmed square on four sides).	1, 000	-----	No bid received.
214	Chip Board, 26 x 38 inches No. 50.			
	a. Car lots -----	100, 000	{ -----	No award.
	b. Less than car lots -----			
215	Strawboard, 26 x 38 inches No. 50.			
	a. Car lots -----	300, 000	{ -----	Do.
	b. Less than car lots -----			
216	Strawboard, lined, 26 x 38 inches No. 50 -----	8, 000	-----	Do.

Lot.	DESCRIPTION OF PAPER.	QUANTITY.	PRICE PER POUND.	CONTRACTOR.
BENDERS BOARDS—Continued.				
217	Box Board, lined one side, rolled, flat, nonwarping, of even thickness, approximately .06 inch, and free from lumps, irregularities, and defects; size, $24\frac{1}{2}$ x 34 inches, 35 sheets to the bundle of 50 pounds.	<i>Pounds.</i>	<i>Cents.</i>	
	a. Car lots -----	75,000	{ -----	No bid received.
	b. Less than car lots -----			Do.
218	Binder's Board, No. 2 quality, rolled, flat, nonwarping, of even thickness, and free from lumps, irregularities, and defects. Board must be springy and corners should not break readily when bent sharply. Nos. 16 to 40, 25 x 30 inches.			
	a. Car lots -----	600,000	{ -----	No award.
	b. Less than car lots -----			Do.
219	Binder's Board, No. 1 quality, medium hard-rolled, flat, nonwarping, of even thickness and free from lumps, irregularities, and defects. Boards must be decidedly springy and corners should not break readily when bent sharply. Nos. 12 to 30, 25 x 30 inches.			
	a. Car lots -----	250,000	{ -----	Do.
	b. Less than car lots -----			Do.
220	Binder's Board, best quality, hard-rolled, flat, nonwarping, of even thickness and free from lumps, irregularities, and defects. Boards must be decidedly springy and corners should not break readily when bent sharply. Nos. 18 to 45, 19 x 30 inches; Nos. 16 to 90, 22 x 26 inches; No. 33, $22\frac{1}{2}$ x 29 inches; No. 20, $22\frac{1}{2}$ x 34 inches.			
	a. Car lots -----	80,000	{ 3.25	The Monroe Binder Board Co.
	b. Less than car lots -----			Do.
221	Trunk Board, medium hard-rolled, flat, nonwarping, of even thickness and free from lumps, irregularities, and defects. Boards must be decidedly springy and corners should not break readily when bent sharply. Size 34 x 44 inches, Nos. 6 to 10.	3,000	3.0	Do.
222	Trunk Board, No. 2 quality, hard-rolled, $23\frac{7}{8}$ x $40\frac{7}{8}$ inches, No. 11. (Must be cut exact size.)			
	a. Car lots -----	40,000	{ -----	No award.
	b. Less than car lots -----			Do.

ADDRESSES OF CONTRACTORS.

The Aetna Paper Co., Dayton, Ohio.
American Writing Paper Co., Holyoke, Mass.
R. P. Andrews Paper Co., Washington, D. C.
Carew Manufacturing Co., South Hadley Falls, Mass.
The Champion Coated Paper Co., Hamilton, Ohio.
Esleeck Manufacturing Co., Turners Falls, Mass.
Hawthorne Paper Co., Kalamazoo, Mich.
Hess-Hawkins Co., New York, N. Y.

King Paper Co., Kalamazoo, Mich.
The Monroe Binder Board Co., Monroe, Mich.
Old Dominion Paper Co., Norfolk, Va.
The Perfect Safety Paper Co., Holyoke, Mass.
Republic Bag & Paper Co., New York, N. Y.
Southworth Co., Mittineague, Mass.
Strathmore Paper Co., West Springfield, Mass.

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O. M. Open Market

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FILE
★ OCT 10 1917
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of the Secretary's.

DEPARTMENT OF AGRICULTURE
WASHINGTON

August 17, 1917.

MEMORANDUM NO 217

Regarding Committees on Clerical Efficiency.

In accordance with Memorandum No. 125, dated March 18, 1915, the personnel of the Committees on Clerical Efficiency of the various bureaus, independent divisions, offices and boards is hereby changed as indicated:

OFFICE OF THE SECRETARY

R. M. Reese, Chairman.
J. R. Gill.
J. R. Williams (Vice
A. McC. Ashley).

OFFICE OF THE SOLICITOR

R. W. Williams, Chairman.
P. D. Cronin.
Otis H. Gates (Vice C. W.
Boyle.)

OFFICE OF FARM MANAGEMENT

Lisle Morrison, Chairman,
H. A. Miller.
Dr. E. A. Goldenweiser
(Vice F. H. Branch).

WEATHER BUREAU

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Alfred J. Henry.
Robert Seyboth.
Preston C. Day (Vice
William R. Blair).
R. Hanson Weightman (Vice J.
Warren Smith).

BUREAU OF ANIMAL INDUSTRY

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(Vice J. R. Mohler).
George Ditewig.
Dr. U. G. Houck

BUREAU OF PLANT INDUSTRY

James E. Jones, Chairman.
Carleton R. Ball.
Carl S. Scofield, (Vice W. W.
Stockberger).

FOREST SERVICE

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R. Y. Stuart.
Alpheus O. Waha (Vice George
G. Anderson).

BUREAU OF SOILS

A. G. Rice, Chairman.
C. A. Wolfe,
C. A. Drake.

BUREAU OF ENTOMOLOGY

E. B. O'Leary, Chairman.
W. R. Walton.
Dr. A. D. Hopkins, (Vice
Dr. E. F. Phillips).

BUREAU OF CHEMISTRY

F. B. Linton, Chairman.
J. S. Abbott.
J. G. Coleman (Vice F. B.
Linton).

BUREAU OF BIOLOGICAL SURVEY

W. C. Henderson, Chairman.
Geo. A. Lawyer.
W. B. Bell, (Vice E. J.
Thompson).

DIVISION OF ACCOUNTS AND DISBURSEMENTS

W. J. Nevius, Chairman.
W. R. Fuchs (Vice E. D. Yerby).

DIVISION OF PUBLICATIONS

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A. I. Mudd.
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Stallings).

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Miss E. B. Hawks

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J. L. Monarch (Vice J.G.Shibley)

FEDERAL HORTICULTURAL BOARD

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George Livingston,
Wm. M. Scott (Vice Louis
D. Hall).

OFFICE OF PUBLIC ROADS AND
RURAL ENGINEERING

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J. E. Pennybacker
Oscar L. Grover (Vice
H. K. Bishop).

BUREAU OF CROP ESTIMATES

L. M. Estabrook, Chairman
Frank Andrews.
Edward Crane (Vice Dr. S. A.
Jones).

D. L. Hartman

Secretary.

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Please return to
the Secretary's File Room.DEPARTMENT OF AGRICULTURE
WASHINGTON

August 31, 1917

MEMORANDUM NO. 218

Regarding recommendations to change status of employees entering the military service.

Hereafter every recommendation to change the status of an employee, due to his entrance into the military service, should contain a statement showing the branch of the service he has entered, such, for example, as the Officers' Reserve Corps, the National Army by draft, the Army, Navy or Marine Corps by voluntary enlistment, the National Guard or the Naval Militia. If an employee has entered the service in a quasi-military capacity, such as military clerk, that fact should be stated.

This information will be compiled and indexed in the Office of the Appointment Clerk.



Secretary.

Hereafter every recommendation to change the status of an employee, due to his entrance into the military service, should contain a statement showing the branch of the service he has entered, ^{for example -} such as the Officers' Reserve Corps, the National Army by draft, the Army, Navy or Marine Corps by voluntary enlistment, the National Guard or the Naval Militia. If an employee has entered the service in a quasi-military capacity, such as military clerk, that fact should be stated.

This information will be compiled and indexed in the Office of the Appointment Clerk.

DEPARTMENT OF AGRICULTURE
WASHINGTON

August 31, 1917.

MEMORANDUM NO.

Regarding recommendations to change status of employees entering the military service.

Hereafter every recommendation to change the status of an employee, due to his entrance into the military service, should contain a statement showing the branch of the service he has entered, *the National Army or* such as Officers' Reserve Corps, draft, voluntary enlistment *in the* Army, Navy, or Marine Corps, *called out with the National Guard or the* Naval Militia, *or where he* ^{*has an employee*} ~~or where he~~ has entered the military service of the Nation in any other way. This information will be compiled and indexed in the Office of the Appointment Clerk.

Secretary.

capacity, such as military clerk, that fact should also be stated.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

August 31, 1917.

MEMORANDUM NO.

Regarding recommendations to change status of employees
entering the military service.

Hereafter every recommendation to change the status of an employee, due to his entrance into the military service, should contain a statement showing the branch of the service he has entered, such as Officers' Reserve Corps, draft, voluntary enlistment in the Army, Navy, or Marine Corps, called out with the National Guard or Naval Militia, or where he has entered the military service of the Nation in any other way. This information will be compiled and indexed in the Office of the Appointment Clerk.

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

June 10, 1917.

Dear Sir:

Regarding the application for a license to export cottonseed oil to the United Kingdom, I have the honor to acknowledge the receipt of your letter of the 6th inst.

and in reply to inform you that the same has been forwarded to the proper authorities for their consideration. It is the policy of this Department to grant such licenses only when it is deemed to be in the public interest to do so. In the case of the export of cottonseed oil to the United Kingdom, it is the policy of this Department to grant such licenses only when it is deemed to be in the public interest to do so. I am, Sir, very respectfully,
Yours very truly,
The Secretary

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

0

August 31, 1917.

MEMORANDUM NO.

Regarding recommendations to change status of employees
entering the military service.

Hereafter every recommendation to change the status of an
employee, due to his entrance into the military service, should con-
tain a statement showing the branch of the service he has entered,
such as Officers' Reserve Corps, draft, voluntary enlistment in the
Army, Navy, or Marine Corps, called out with the National Guard or
Naval Militia, or where he has entered the military service of the
Nation in any other way. This information will be compiled and in-
dexed in the Office of the Appointment Clerk.

Secretary.

Memorandum No. -----

BRANCH OF MILITARY SERVICE JOINED BY EMPLOYEES.

Hereafter every recommendation for the termination of an employee's appointment or for his furlough without pay because of his entrance into the military service, should be accompanied by a statement ^{showing} of the branch of the service which he has joined. State specifically whether the employee has entered the Officers' Reserve Corps, been drafted, has enlisted as a volunteer in the army, navy or Marine Corps, ~~or~~ has been called out with the National Guard or Naval Militia, or ~~incorporated into~~ has entered the military service of the Nation in any other way.

This information will be compiled in the Office of the Appointment Clerk in order that complete records may be available as to all employees leaving the Department for military service.

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Please return to
the Secretary's File Room

DEPARTMENT OF AGRICULTURE

WASHINGTON

October 3, 1917.

MEMORANDUM NO. 219

Amendments to the Fiscal Regulations.

Paragraphs 74 and 76 (a) of the Fiscal Regulations are hereby amended so as to read as follows:

"Paragraph 74.- Employees of the department engaged in field work or traveling on official business outside of the District of Columbia, and away from their designated posts of duty, may receive a per diem allowance in lieu of subsistence. The rates which may be allowed will be fixed by the Secretary on the recommendation of the chief of the bureau in which the employee is employed, giving consideration to the character of the duties to be performed, the section of the country to be traversed, and the cities to be visited. Per diem rates must in no case exceed \$4 for a day of 24 hours. For any day in which the employee is in a subsistence status for a period of less than 24 hours a separate per diem must be fixed and at a rate not to exceed \$1 if the subsistence status period is 6 hours or less, \$2 if more than 6 hours and not more than 12 hours, \$3 if more than 12 hours and not more than 18 hours, and \$4 if more than 18 hours. Letters of authorization granting per diem allowance in lieu of subsistence must specify not only the rate allowed for an entire day, but also the rate for days in which the employee is in a subsistence status for a period of less than 24 hours, these latter rates providing for short trips of less than a day, and for travel status periods of less than a day occurring at the beginning and ending of a continuous trip of more than one day.

"Paragraph 76 (a).- In computing per diem in lieu of subsistence, each day of 24 hours will be considered as beginning at midnight. Per diem allowance for days in which the employee is in a subsistence status less than 24 hours will be made in accordance with the provisions of paragraph 74."

All outstanding letters of authorization (including those issued

under my direction by chiefs of bureaus) which provide per diem allowances in lieu of subsistence are hereby amended, effective November 1, 1917, so that per diem allowances for days on which an employee is in a subsistence status less than 24 hours shall be as follows:

For a period of 6 hours or less, the per diem shall be $\frac{1}{4}$ of the rate named in the original letter of authorization, for a period of more than 6 hours and not more than 12 hours, $\frac{1}{2}$ of said rate, and for a period of more than 12 hours and not more than 18 hours, $\frac{3}{4}$ of said rate. For a period in excess of 18 hours, the per diem shall be that named in the original letter of authorization.


Secretary.

United States Department of Agriculture,
Bureau of Crop Estimates,
WASHINGTON, D. C.

October 2, 1917

MEMORANDUM FOR MR. HARRISON.

PLEASE RETURN TO THE

Dear Mr. Harrison:

SECRETARY'S FILE ROOM.

Under date of September 19 the Department requested an opinion of the Comptroller of the Treasury as to whether Paragraph 76 (a) of the Fiscal Regulations complied with the decision of the Comptroller dated July 24, 1917, relative to per diem allowances in lieu of subsistence. The Comptroller definitely holds against the division of a per diem allowance into fractional parts of a day, but permits different rates of per diem for various fractions of a day. It therefore becomes necessary to amend Paragraphs 74 and 76 (a) of the Fiscal Regulations, which cover this subject. The Advisory Committee on Finance and Business Methods has prepared a memorandum for the Secretary's signature amending the two paragraphs in question and submits same herewith with the recommendation that it be issued immediately.

Respectfully,

Leon M Estabrook

Chairman,
Advisory Committee on Finance
and Business Methods.

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Please return to
the Secretary's File Room

DEPARTMENT OF AGRICULTURE
WASHINGTON

October 6, 1917.

MEMORANDUM 220 ,

Re. coordination of Crop and Live Stock Estimating
Work in the Department of
Agriculture.

In order to avoid unnecessary duplication of work and expense in estimating acreages planted, condition during the growing season, yield per acre, and total production of crops, stocks on farms, numbers of different classes of live stock on farms, by States, it is directed that hereafter the facilities of the Bureau of Crop Estimates shall be utilized so far as practicable in collecting, tabulating, summarizing, interpreting and furnishing data bearing on the class of subjects mentioned when the information is desired for an entire State. The Bureau of Crop Estimates is constantly engaged in estimating crop and live stock production in all States and before any State-wide survey or investigation is undertaken by other bureaus of the Department relating to these subjects the Chief of the Bureau of Crop Estimates should be consulted with a view to utilizing information already available in that bureau or the facilities of the bureau for collecting and summarizing such data, or ^{to} ~~of~~ coordinating ^e the proposed investigation with the work of the bureau. Where the proposed investigation or survey relates to crop or live stock production of a

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single county, or of several counties in a State, it is highly desirable that the Field Agent of the Bureau of Crop Estimates for that State should be furnished ~~with~~ a copy of the results of the inquiry for his permanent file of county data. It is expected that the bureaus concerned in any survey or investigation relating to crop and live stock production, or stocks on farms, in any State, will cooperate fully and, so far as practicable, keep each other advised of proposed work, methods employed, and results obtained.

A handwritten signature in dark ink, appearing to read "D. V. H. Martin". The signature is fluid and cursive, with the first letters of each word being capitalized and prominent.

Secretary.

United States Department of Agriculture,
Bureau of Crop Estimates,

WASHINGTON, D. C.

September 26, 1917.

MEMORANDUM FOR MR. HARRISON.

Dear Mr. Harrison:

The phrase "collecting, tabulating, summarizing, interpreting and furnishing data" used in the first paragraph of the proposed memorandum is the language of the appropriation act. The word "interpreting" which Mr. Brand suggests should be omitted is not essential to the purpose of the memorandum and I therefore recommend that it be struck out.

Very truly yours,

Leon M. Estabrook

Chief of Bureau.

United States Department of Agriculture,
Bureau of Crop Estimates,

WASHINGTON, D. C.

September 18, 1917.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

On July 13, 1917, I submitted a letter from our Field Agent in Utah calling attention to serious duplication of estimates of acreage and production of certain crops by the Forest Service, the States Relations Service and the Bureau of Markets.

On July 17 Mr. Harrison advised me of your desire that I proceed to "take the matter up immediately with the bureaus concerned and take such steps as may be necessary to coordinate the work of the bureaus indicated with the activities of the Bureau of Crop Estimates."

On July 30 I submitted a preliminary report of progress.

On August 3 I drafted the attached "Memorandum Re. Coordination of Crop and Live Stock Estimating Work in the Department of Agriculture" and sent copies to the three bureaus mentioned for comment. On August 23 copies were sent also to the Bureau of Plant Industry, the Bureau of Animal Industry, and the Office of Farm Management.

Favorable replies have been received from all the bureaus mentioned, except the Bureau of Markets, from which no reply has been received, although a second letter was written to Mr. Brand on August 18, asking for an early response. I therefore submit the attached memorandum for your approval with the recommendation that it be given a number and issued for the guidance of the Department.

Very respectfully,

Leon M. Estabrook

Chief of Bureau.

United States Department of Agriculture,
Bureau of Markets,
Washington, D. C.

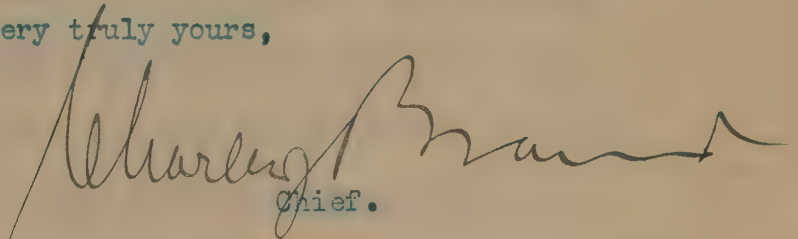
September 24, 1917.

MEMORANDUM TO MR. HARRISON.

Dear Mr. Harrison:

In reply to your memorandum submitting copy of the memorandum of Mr. Estabrook of September 18 and proposed memorandum "Re Coordination of Crop and Live Stock Estimating Work," I wish to suggest the omission of the word "interpreting" in the sixth line. I send you herewith copy of a letter to Mr. Estabrook of this date giving reasons for the suggested change.

Very truly yours,


Chief.

Enclosure.

at the discretion of the word interpreter

and you herewith copy of a letter to

United States Department of Agriculture,
Office of Markets and Rural Organization,
Washington, D. C.

September 24, 1917.

Mr. Leon M. Estabrook,
Chief, Bureau of Crop Estimates,
Department of Agriculture.

Dear Mr. Estabrook:

With reference to the proposed memorandum to be issued by the Secretary, "Re Coordination of Crop and Live Stock Estimating Work in the Department of Agriculture," I desire to make the suggestion that the word "interpreting" in the sixth line should be omitted.

As stated in my letter to you of July 23, I am very desirous of avoiding duplication of work more properly falling under other bureaus; but I feel that upon further consideration you will agree that it is quite essential that there be entire freedom of interpretation of the information furnished. In our work in the Bureau of Markets, we are authorized to advise on shipments and distribution. We cannot advise without interpreting existing conditions and especially prospective conditions as a basis for our advice.

With the word "interpreting" omitted, the proposed direction of the Secretary would read, "that hereafter the facilities of the Bureau of Crop Estimates shall be utilized so far as practicable in collecting, tabulating, summarizing, and furnishing data." There will of course be a great deal of

Journal of the American Medical Association

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January 1, 1917

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L. M. E. — 9/24/17 — 2.

"interpreting" incidental to tabulating and summarizing, and that will necessarily be done by your Bureau in the progress of your work. The word "interpreting" is not essential for the purpose of insuring that "the facilities of the Bureau of Crop Estimates shall be utilized as far as practicable" in that phase of interpreting; and I fear that the insertion of the word "interpreting" would limit the freedom of this Bureau in using the data furnished by you in a way in which you would not wish it limited.

Very truly yours,

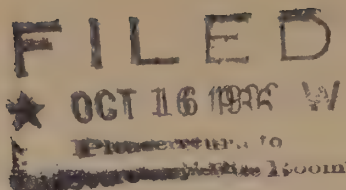
Chief.

HCN/ICT

CC/B. Harrison ✓

CC/HCN

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DEPARTMENT OF AGRICULTURE
WASHINGTON

October 6, 1917.

MEMORANDUM NO 221

Regarding Publication and Informational Activities of
the Department.

Our publication activities and responsibilities have reached such proportions that it is necessary in the interest of economy and efficiency to effect more intimate correlation. The chiefs and editors of each bureau are requested to take especial note of their work in this direction with a view to improve it in respect to promptness and to obtain the best results by utilizing the facilities of the Division of Publications and the skill of the writers in the Office of Information and the staff of manuscript editors. Every effort should be made to articulate all publication activities and efforts through the office of Assistant Secretary Ousley, under whom the publication responsibilities are coordinated, as follows:

Division of Publications, Mr. Arnold, Chief: The assembling, dispatch and general distribution of all matter to be printed by the public printing office, and of all forms, circulars, etc; Office of Information, Mr. Wharton, Chief: The preparation and dissemination of all matter for the press, posters, etc; Division of Manuscripts, Mr. Reid, Chief Editor; The Reading and constructive criticism of all manuscripts of whatever nature.

These functions are under expert leadership and the best results will be obtained by frequent consultation and concerted action and by careful observance of the prescribed methods of handling matter for publication. The Chiefs of these functions, with the Assistant Secretary and other members of the Manuscript Committee, hold weekly conferences and thereby endeavor to maintain close touch with all publication problems. Those having important publication undertakings should make it a point, in advance of any large expenditure of money or effort, to advise the Assistant Secretary, and, in all stages of progress in the preparation and execution of manuscripts, it will be profitable to consult those who are charged with these publication responsibilities in order to obtain the benefit of their skill and judgment.

Very truly yours,


Secretary.

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the Secretary's File Room

DEPARTMENT OF AGRICULTURE
WASHINGTON

October 20, 1917.

MEMORANDUM NO. 222

GOVERNMENT PASSENGER AND FREIGHT TRANSPORTATION, EXPRESS, TELEGRAPH AND TELEPHONE BUSINESS EXEMPT FROM TAXATION UNDER "AN ACT TO PROVIDE REVENUE TO DEFRAY WAR EXPENSES, AND FOR OTHER PURPOSES," APPROVED OCT. 3, 1917. (Public No. 50.)

As the act to provide revenue to defray war expenses exempts all government business from taxation, the following extracts from the law, and the procedure to be followed thereunder, are promulgated for the guidance of officers and employees of the Department:

Government Business Exempt from Taxation.

That no tax shall be imposed under section five hundred upon any payment received for services rendered to the United States, or any State, Territory, or the District of Columbia. The right to exemption under this section shall be evidenced in such manner as the Commissioner of Internal Revenue, with the approval of the Secretary of the Treasury, may by regulation prescribe. (Sec. 502.)

The regulations which the Commissioner of Internal Revenue will prescribe are not yet ready for distribution. When issued they will contain complete information regarding the law, and will supplement this memorandum.

Freight.

That from and after the first day of November, nineteen hundred and seventeen, there shall be levied, assessed, collected, and paid (a) a tax equivalent to three per centum of the amount paid for the transportation by rail or water or by any form of mechanical motor power when in competition with carriers by rail or water of property by freight consigned from one point in the United States to another; - - - (Sec. 500.)

When the transportation charge exceeds thirty-five cents, the use of a government transportation request is imperative to indicate the official character of the travel. If for any reason transportation requests are not available for use, the following certificate must be executed and presented, with the net cash fare, to the selling agent or conductor:

. (name of place)

. 19 . .

I certify that the ticket (or tickets) No.
Form No. for (state the purpose for which purchased, whether for transportation by rail or water, or for seat, berth, or stateroom in parlor car, sleeping car, or on vessel, or for charges for excess baggage), from to
via is on account of official business and not for private purposes, and is exempt from the tax imposed by the Act of October 3, 1917.

.
(Signature of officer or employee purchasing ticket).

. (Title).

.
(Department or Establishment).

Penalty for fraudulent use
\$1,000 and imprisonment.

This certificate may also be used to avoid the payment of the tax on excess baggage of official character.

Before performing official travel an employee should apply to his bureau for a supply of certificate forms.

Foreign Travel.

The Act also provides for a graded tax on passenger transportation involving a foreign destination, effective December 1, 1917. The payment of such tax when the journey is performed on official business may be avoided by the use of transportation requests or by furnishing the certificate already described. ^

Parlor Cars, Sleeping Cars, and Staterooms.

* * * and a tax equivalent to ten per centum of the amount paid for seats, berths, and staterooms in parlor cars, sleeping cars, or on vessels.
* * * (Sec. 500.)

The instructions under the caption "Passenger Transportation" will be observed in securing any transportation accommodations of special character.

Partially Used Mileage or Scrip Books.

* * * If a mileage book used for such transportation or accommodation has been purchased before this section takes effect, or if cash fare be paid, the tax imposed by this section shall be collected from the person presenting the mileage book, or paying the cash fare, by the conductor or other agent, when presented for such transportation or accommodation, and the amount so collected shall be paid to the United States in such manner and at such times as the Commissioner of Internal Revenue, with the approval of the Secretary of the Treasury, may prescribe; * * * (Sec. 500.)

When an employee traveling on official business on or after November 1, 1917, presents the unused portion of a mileage or scrip book purchased on a government transportation request prior to November 1, 1917, he must also execute and surrender to the agent or conductor the certificate evidencing the official character of the travel.

Telegraph, Radio, and Telephone Messages.

* * * (e) a tax of 5 cents upon each telegraph, telephone, or radio, dispatch, message, or conversation, which originates within the United States, and for the transmission of which a charge of 15 cents or more is imposed: Provided, That only one payment of such tax shall be required, notwithstanding the lines or stations of one or more persons, corporations, partnerships, or associations shall be used for the transmission of such dispatch, message, or conversation." * * * (Sec. 500.)

To indicate their official character government telegrams and radiograms must be indorsed as provided by the Fiscal Regulations. The procedure to prevent the collection of a tax on long distance telephone messages on government business is not yet determined, and it is therefore suggested, for the time

being at least, that whenever practicable the use of the long distance telephone be avoided and other means of communication utilized.

A. J. McIntire

Secretary.

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 the Secretary's Office

DEPARTMENT OF AGRICULTURE
 WASHINGTON

December 3, 1917.

MEMORANDUM NO. 200.

For the information and guidance of the bureaus and offices of the Department, there is quoted below Executive Order of November 24, 1917, regarding transfers of employees in the executive departments and other government establishments:

During the continuance of the present war no executive department or other government establishment in Washington shall hereafter give or offer employment, directly or indirectly, conditionally or unconditionally, to any officer or employee in any part of the executive civil service without first obtaining the written consent of the head of the executive department or other government establishment in which such person is then employed, together with the statement that such consent is based upon the conclusion after due consideration that the person can render better service for the Government in the place in which his employment is proposed: Provided, That this shall not be construed as applicable to enlistments or appointments in the military or naval forces of the United States.

This order is purely a war emergency measure. In their effort to meet the additional burden of war work some of the executive departments and agencies have obtained clerks from other departments by offers of higher salaries. While it is not desired to place any obstruction in the way of deserved promotion, this practice has gone so far as to threaten disorganization in the clerical forces of some of the departments, with consequent loss of efficiency in the operations of the executive departments as a whole.

The letter and spirit of this order ^{must} be ~~observed~~ strictly

by officers and employees of the Department of Agriculture. No offer ^{negotiations}

^{shall} ~~of employment~~ ^{entered into with} should be made to employees in other branches of the

^{for transfer or employment}

Government service except in compliance with this order, and then only ^{concerned} when ~~it is clearly evident~~ ^{reaches the} to the chief of the bureau or office ^{to of Bureau, After due consideration,} concerned that the person can render better service for the Government in this Department. All recommendations to the Secretary for transfers to this Department must be accompanied by the written consent of the head of the Department or other Government establishment concerned, giving the information required by ~~the President's order.~~

The same procedure ^{must} is to be followed with respect to transfers ^{or employment} with- in this Department. No bureau, division or office of the Department of Agriculture ^{transfer} shall give or offer employment, directly or indirectly, con- ditionally or unconditionally, to any employee in any other bureau, division or office without first obtaining the written consent of the ^{Chief of the} bureau, divi- sion or office in which such person is employed, together with a statement that such consent is based upon the conclusion after due consideration that the person can render ^{better} service for the Department in the branch in which his employment is proposed.

Secretary.

... it is clearly evident to the chief of the branch or office concerned that the person can render better service for the Government in this Department. All recommendations to the Secretary for transfers to this Department shall be accompanied by a statement of the reasons therefor and a statement of the person's present position and service.

tion required by the President's order.

The same procedure is to be followed with respect to transfers within the Department. No branch, division or office of the Department or person shall give or offer employment, directly or indirectly, conditionally or unconditionally to any employee in any other branch, division or office in which such person is employed, together with a statement of the reasons therefor. The person can render better service for the Department in the branch in which he is now employed.

Dec. 3, 1917.

MEMORANDUM NO. 223.

RELATING TO TRANSFERS WITHIN THE DEPARTMENT OF AGRICULTURE AND FROM
OTHER GOVERNMENT ESTABLISHMENTS.

For the information and guidance of the bureaus and offices of the Department, there is quoted below Executive Order of November 24, 1917, regarding transfers of employees in the executive departments and other government establishments:

During the continuance of the present war no executive department or other government establishment in Washington shall hereafter give or offer employment, directly or indirectly, conditionally or unconditionally, to any officer or employee in any part of the executive civil service without first obtaining the written consent of the head of the executive department or other government establishment in which such person is then employed, together with the statement that such consent is based upon the conclusion after due consideration that the person can render better service for the Government in the place which his employment is proposed: PROVIDED, That this shall not be construed as applicable to enlistments or appointments in the military or naval forces of the United States.

This order is purely a war emergency measure. In their effort to meet the additional burden of war work some of the executive departments and agencies have obtained clerks from other departments by offers of higher salaries. While it is not desired to place any obstruction in the way of deserved promotion, this practice has gone so far as to threaten disorganization in the clerical forces of some of the departments, with consequent loss of efficiency in the operations of the executive departments as a whole.

The letter and spirit of this order must be strictly observed by officers and employees of the Department of Agriculture. No negotiations whatever for transfer or employment shall be entered into with employees in other branches of the government service except in compliance with this order,

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and then only when the chief of the bureau or office concerned reaches the conclusion, after due consideration, that the person can render better service for the Government in this Department. All recommendations to the Secretary for transfers to this Department must be accompanied by the written consent of the head of the Department or other Government establishment concerned, giving the information required by Executive Order of November 24.

The same procedure must be followed with respect to transfers or employment within this Department. No bureau, division or office of the Department of Agriculture shall give or offer employment, directly or indirectly, conditionally or unconditionally, to any employee in any other bureau, division or office without first obtaining the written consent of the Chief of the bureau, division or office in which such person is employed, together with a statement that such consent is based upon the conclusion, after due consideration, that the person can render better service for the Department in the branch in which his employment is proposed.

(Signed) D.F. Houston

by which the order of the Bureau or office concerned is given

in the consideration of the Bureau or office concerned

for the Government in the Department. All records must be

by the written consent of the head of the Department or other Government
not concerned, giving the information required by Executive

No person, division or office ex
shall give information or opinion

of the Department

EXECUTIVE ORDER.

During the continuance of the present war no executive department or other government establishment in Washington shall hereafter give or offer employment, directly or indirectly, conditionally or unconditionally, to any officer or employee in any part of the executive civil service without first obtaining the written consent of the head of the executive department or other government establishment in which such person is then employed, together with the statement that such consent is based upon the conclusion after due consideration that the person can render better service for the Government in the place in which his employment is proposed: Provided, That this shall not be construed as applicable to enlistments or appointments in the military or naval forces of the United States.

This order is purely a war emergency measure. In their effort to meet the additional burden of war work some of the executive departments and agencies have obtained clerks from other departments by offers of higher salaries. While it is not desired to place any obstruction in the way of deserved promotion, this practice has gone so far as to threaten disorganization in the clerical forces of some of the departments, with consequent loss of efficiency in the operations of the executive departments as a whole.

Woodrow Wilson

The White House,

24 November, 1917.



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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY.
WASHINGTON

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December 5, 1917.

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MEMORANDUM NO. 224.

Relative to deferred classification of certain employees under the
selective service law.

Numerous inquiries having been received with reference to
the deferred classification of employees of the Department provided
for in the New Rules and Regulations issued by the War Department
the following is given for the guidance of Chiefs of Bureaus,
Division and Offices, and of employees concerned:

-1-

EMPLOYEES WHO MAY BE PLACED IN A DEFERRED CLASS UNDER THE
SELECTIVE DRAFT LAW BECAUSE OF FEDERAL SERVICE.

New Rules and Regulations, effective December 15, 1917, pre-
scribed by the President under the authority of the Selective Ser-
vice Law, have just been issued. They provide a new plan for the
selection of men for military service and revoke all exemptions
and discharges therefrom made prior to noon on December 15, 1917.
They prescribe also that the names of all men liable to selection
shall be arranged in five classes in the inverse order of their
importance to the economic interests of the nation.

A list of questions, entitled "Questionnaire", has been pre-

pared which serves the purposes of practically all the forms hitherto used by the registrants in presenting claims to the Local District Boards,"and requires answers to questions which search the entire economic, domestic, industrial and agricultural relation of the registrant." The front page of the "Questionnaire" contains a succinct analysis thereof.

The Rules and Regulations provide that there shall be placed in Class III, Division I, any person employed in the service of the United States, when in accordance with the Rules and Regulations it is found by a Local Board that such person is necessary to the adequate and effective operation of the service in which he is engaged, and that he cannot be replaced without substantial material loss and detriment to the adequate and effective operation of such service; but no consideration of a claim for discharge of such person will be given by a Local Board except upon sworn answers to the "Questionnaire", and an affidavit called "an affidavit of necessity" executed by the Chief of the Bureau, Division or Office in which the employee is engaged that such employee is necessary to the service in the manner indicated, which "affidavit of necessity" must be approved by the Secretary.

DUTIES OF CHIEF OF EACH BUREAU, INDEPENDENT DIVISION, OR
INDEPENDENT OFFICE.

The Chief of each Bureau, independent Division or independent Office, immediately upon receipt of this memorandum shall proceed to secure the following information concerning each employee who is within the draft age and for whom, in his opinion, a claim for deferred

classification should be made because the services of such employee are necessary to the adequate and effective operation of such Bureau, Division or Office, and cannot be replaced by another person without substantial material loss and detriment to the adequate and effective operation of such service:

1. Name: (Christian name) (Surname) Telephone No.
2. Address: (Street and number or R. F. D. - City, County and State).
3. Serial Number.
4. Order Number.
5. Address of Local Board having jurisdiction over such employee.
6. Full information with reference to each employee as will enable the Chief of each Bureau, independent Division or independent Office, to determine whether the "affidavit of necessity", referred to in paragraph 1 hereof, should be made.

AFFIDAVIT OF NECESSITY

If the chief of any Bureau, independent Division or independent Office, after due consideration of all the facts which he has obtained concerning such employee, is of the opinion that such employee is necessary to the adequate and effective operation of the Bureau, Division or Office, and cannot be replaced by another person without substantial material loss and detriment to the adequate and effective operation of such service, he shall immediately prepare and execute an "affidavit of necessity" on a blank to be furnished by this office,

classification should be made known to the service of such employees
are necessary to the adequate and effective operation of such Bureau,
Division or Office, and cannot be replaced by another person without
substantial material loss and detriment to the adequate and effec-

tive operation of such service:

1. Name: (Christian name) (Surname) Telephone No.
2. Address: (Street and number or R. F. D. - City, County and State).
3. Position.
4. Other.
5. Address of Local Board having jurisdiction over such employee.
6. Full information with reference to each employee as will enable the Chief of each Bureau, Independent Division or Independent Office, to determine whether the "necessity" referred to in paragraph 1. hereof, should be made.

ATTENDANCE OF NECESSITY

If the Chief of any Bureau, Independent Division or Independent Office, after the consideration of all the facts which he has obtained concerning such employee, is of the opinion that such employee is necessary to the adequate and effective operation of the Bureau, Division or Office, and cannot be replaced by another person without substantial material loss and detriment to the adequate and effective operation of such service, he shall immediately prepare and execute an "affidavit of necessity" which shall be furnished by this office,

and having executed said affidavit, he must attach the same to form 1001-A which may be obtained from the Secretary's Office or from the Office of the Provost Marshal General. Such Chief shall place a cross mark in Column A, opposite the letter "I" (Division) in "Class III", opposite the words "Necessary employee in service of United States", and shall also fill in the blanks and sign his name at the place indicated on said form 1001-A under the title "Registrant or other interested person must answer the following question". Having executed the affidavit and attached it to said form 1001-A, and having signed and filled in said form, as above mentioned, each Chief must then immediately deliver the same to the Office of the Secretary, together with a memorandum giving fully the facts upon which he bases his conclusion that the employee should be placed in deferred classification. If the Secretary approves the affidavit, he will mark thereon "Approved" and return the same to the Chief of the Bureau, Division or Office, who must then immediately file the same with the Local Board. If the Local Board is in the District of Columbia, such Chief shall file the said affidavits and forms personally. If the Local Board is not in the District of Columbia and it is necessary to mail said affidavits and forms, such Chief shall send them by registered mail to the Local Board and demand a "return receipt".

APPEAL TO DISTRICT BOARDS.

The Chief of each Bureau, independent Division or independent Office, promptly after receipt of this memorandum must submit to the Secretary, for his approval, a memorandum designating the officials

or responsible persons in the Bureau, independent Division or independent Office, who shall be charged with the duty of, and deputized by such Chief for, filing appeals to the District Boards in the event claims are disallowed by the local boards. When the said list has been approved by the Secretary, the Chief shall thereupon deputize each of the said persons to file appeals.

If any Local Board denies the claim for deferred classification of any employee of this Department, the official or responsible person appointed as above mentioned to file appeals for employees, shall immediately take an appeal from the decision of the Local Board by filling in the blank for that purpose on page 16 of the registrant's "Questionnaire" at the office of the Local Board.

ACTION ON APPEAL BY THE DISTRICT BOARD.

As soon as notice is received of the allowance or disallowance by the District Board of a claim for deferred classification, the official or responsible person designated by the Chief of Bureau, independent Division or independent Office to file appeals for employees who should be placed in deferred classification, shall notify the Chief of his Bureau, independent Division or independent Office by wire, if necessary, and the said Chief will promptly lay the matter before the Secretary.

For a brief concise statement of the Selective Service Law and the rules thereunder generally, your attention is directed to informa-

tion appearing in the Official Bulletins of November tenth, sixteenth, and twenty-fourth, nineteen hundred and seventeen.

The Selective Draft Law and the Regulations thereunder were promulgated by the Secretary of War on November the 8, 1917, and are published by the War Department in a pamphlet entitled: "Selective Service Regulations. Prescribed by the President under the authority vested in him by the terms of the Selective Service Law. (Act of Congress approved May 18, 1917) Form 999."

A. J. Huston
Secretary.

QUESTIONNAIRE

(Stamp of Local Board.)	Serial No.	Name of Registrant:	Telephone No.-----
	Order No.	(Christian name.)	(Surname.)
		Address-----	(Street and number or R. F. D.)
		City-----	County----- State-----



NOTICE TO REGISTRANT.—You are required by law to return this Questionnaire filled out in accordance with instructions contained herein within seven days from date of this notice. Failure to do so is a misdemeanor punishable by fine or imprisonment for one year and may result in the loss of valuable rights and in immediate induction into military service.

(Date) -----

Member of Local Board.

CLAIM FOR EXEMPTION OR DEFERRED CLASSIFICATION

NOTE TO CLAIMANTS.—This form is to be used for claiming exemption or deferred classification by or in respect of any registrant and for stating the grounds of claim. Place a cross (x) in Column A opposite the division that states the ground of claim. Boards are required to consider only grounds thus indicated by the claimant in Column A.

Column A.	Division.	CLASS I.	Column A.	Division.	CLASS III—Continued.
	A	Single man without dependent relatives.		E	Highly trained fireman or policeman, at least 3 years in service of municipality.
	B	Married man, with or without children, or father of motherless children, who has habitually failed to support his family.		F	Necessary customhouse clerk.
	C	Married man dependent on wife for support.		G	Necessary employee of United States in transmission of the mails.
	D	Married man, with or without children, or father of motherless children; man not usefully engaged, family supported by income independent of his labor.		H	Necessary artificer or workman in U. S. armory or arsenal.
	E	Unskilled farm laborer.		I	Necessary employee in service of United States.
	F	Unskilled industrial laborer.		J	Necessary assistant, associate, or hired manager of necessary agricultural enterprise.
		Registrant by or in respect of whom no deferred classification is claimed or made.		K	Necessary highly specialized technical or mechanical expert of necessary industrial enterprise.
		Registrant who fails to submit Questionnaire and in respect of whom no deferred classification is claimed or made.		L	Necessary assistant or associate manager of necessary industrial enterprise.
		All registrants not included in any other division in this schedule.			
		CLASS II.			CLASS IV.
	A	Married man with children or father of motherless children, where such wife or children or such motherless children are not mainly dependent upon his labor for support for the reason that there are other reasonably certain sources of adequate support (excluding earnings or possible earnings from the labor of the wife), available, and that the removal of the registrant will not deprive such dependents of support.		A	Man whose wife or children are mainly dependent on his labor for support.
	B	Married man, without children, whose wife, although the registrant is engaged in a useful occupation, is not mainly dependent upon his labor for support, for the reason that the wife is skilled in some special class of work which she is physically able to perform and in which she is employed, or in which there is an immediate opening for her under conditions that will enable her to support herself decently and without suffering or hardship.		B	Mariner actually employed in sea service of citizen or merchant in the United States.
	C	Necessary skilled farm laborer in necessary agricultural enterprise.		C	Necessary sole managing, controlling, or directing head of necessary agricultural enterprise.
	D	Necessary skilled industrial laborer in necessary industrial enterprise.		D	Necessary sole managing, controlling, or directing head of necessary industrial enterprise.
		CLASS III.			CLASS V.
	A	Man with dependent children (not his own), but toward whom he stands in relation of parent.		A	Officers—legislative, executive, or judicial of the United States or of State, Territory, or District of Columbia.
	B	Man with dependent aged or infirm parents.		B	Regular or duly ordained minister of religion.
	C	Man with dependent helpless brothers or sisters.		C	Student who on May 18, 1917, was preparing for ministry in recognized school.
	D	County or municipal officer.		D	Persons in military or naval service of United States.
				E	Alien enemy.
				F	Resident alien (not an enemy) who claims exemption.
				G	Person totally and permanently physically or mentally unfit for military service.
				H	Person morally unfit to be a soldier of the United States.
				I	Licensed pilot actually employed in the pursuit of his vocation.
					Member of well-recognized religious sect or organization, organized and existing on May 18, 1917, whose then existing creed or principles forbid its members to participate in war in any form, and whose religious convictions are against war or participation therein.

REGISTRANT OR OTHER INTERESTED PERSON MUST ANSWER THE FOLLOWING QUESTION.

Q. Do you claim exemption or deferred classification in respect of the registrant named above? If so, state the divisions of each class and each class in which you claim that he should be classified.

A. -----; in Division ----- of Class -----, and Division ----- of Class -----, and Division ----- of Class ----- (Date.) -----
 (Yes or no.)
 (Address.) ----- (Sign here.) -----

WAIVER OF CLAIM FOR EXEMPTION OR DEFERRED CLASSIFICATION.

(To be signed by registrant or other interested person whenever a waiver is used.)

I hereby waive all claim of exemption or deferred classification of the registrant named above.

(Date of signing.) ----- (Sign here.) -----

Serial No. _____

Order No. _____

LOCAL BOARD _____

Form of AFFIDAVIT OF NECESSITY for Department of Agriculture, approved
by Provost Marshal General.

AFFIDAVIT OF
CHIEF OF BUREAU, INDEPENDENT DIVISION OR INDEPENDENT OFFICE, OF DE-
PARTMENT, IN WHICH IS EMPLOYED THE PERSON SOUGHT TO BE PLACED IN
DEFERRED CLASSIFICATION UNDER CLASS III, DIVISION I.

STATE OF _____

COUNTY OF _____, to wit:

I, _____, do solemnly swear that
(Name of affiant.) (See *Note)

I am Chief of the _____
(State exact official title or position held.)
of the United States Department of Agriculture; that the registrant
_____ is now employed in the service of the
(Name of employee for whom discharge is claimed.)
United States as _____
(State position held by the person sought to be dis-
charged.) _____, and is an employee of the said _____
(Name of bureau, independ-
ent division or independent office.)
of which I have direct super-
vision and control; and that the said employee has stated that he is
_____ years old, and resides at _____,
(Age.) (Street and number.)
_____,
(City, town and county or township or parish.) (State, Ter-
ritory or District.)
and that Serial Number _____ and
Order Number _____, have been given him, and that Local Board
_____, has juris-
(Insert official designation and address of local board.)
diction over him.

(Continued)

I do further solemnly swear that, in my opinion, the said em-
(See*Note.)
ployee is necessary to the adequate and effective operation of such

(Name of bureau, independent division or independent office)
in the service of the United States, and cannot be replaced by another
person without substantial material loss in the adequate and effec-
tive operation thereof.

I hereby bind myself, at once, to notify said Local Board
during the period such employee is under my supervision and control
if said employee is transferred to a position in which he is not
necessary to such adequate and effective operation, or if he ceases
to be employed as above stated, or whenever the conditions entitling
such employee to deferred classification cease to exist, and I will
also request my successor in office to give such notice.

(Signature of official making affidavit)

(Official title.)

Subscribed and Sworn before me this _____ day of _____,
(See*Note) (Day) (Month)
191____.
(Year)

(Notary Public.)

State of _____, County of _____.

*NOTE: If the affidavit is affirmed, strike out the word "swear" in
the body of affidavit and substitute the word "affirm" and the word
"sworn" in jurat and substitute the word "affirmed".

of independent office)
cannot be replaced by another

in the separate and effec-

to bind myself, at once, to assist said Local Board
in the period such employee is under my supervision and control
if said employee is transferred to a position in which he is not
nearly to each adequate and effective operation, or if he ceases
to be employed as above stated, or whenever the conditions entitling
such employee to deferred classification cease to exist, and I will
also request my successor in office to give such notice.

(Signature of official making affidavit)

Subscribed and sworn before me this _____ day of _____
(Month) (Day) (Year)

(Notary Public.)

State of _____, County of _____

which is the word "sewer" in
the word "sewer" and the word

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DEPARTMENT OF AGRICULTURE
WASHINGTON

December 29, 1917.

MEMORANDUM NO 225

Efficiency Registers.

Paragraph 21 of the Administrative Regulations of the Department, as amended by Memorandum No. 143 of July 1, 1915, is further amended as follows:

Efficiency Register. -- A tabulation of the information contained in the semiannual efficiency reports will be prepared in each bureau by the bureau committee, and submitted to the chief of the bureau for approval. These registers shall be retained in the bureaus and copies filed in the Office of the Secretary not later than June 1 and December 1, respectively, and shall remain in force and effect for a period of six months from those dates.

D. L. Johnston

Secretary.

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DEPARTMENT OF AGRICULTURE
WASHINGTON

January 2, 1918.

MEMORANDUM NO

Efficiency Registers.

Paragraph 21 of the Administrative Regulations of the Department, as amended by Memorandum No. 143 of July 1, 1915, is further amended as follows:

Efficiency Register. - - A tabulation of the information contained in the semiannual efficiency reports will be prepared in each bureau by the bureau committee, and submitted to the chief of bureau for approval. These registers shall be retained in the bureau and copies filed in the Office of the Secretary not later than June 1 and December 1, respectively, and shall remain in force six months from those dates.

Secretary.

and effect for a period of



DEPARTMENT OF AGRICULTURE
WASHINGTON

Jan. 2
~~December 20~~, 1917.

MEMORANDUM NO. _____

Efficiency Registers.

of the
~~Under Paragraph 21, Administrative Regulations,~~ as amended by Memorandum No. 143 of July 1, 1915, *of the Dept.* Efficiency Registers prepared as of June 1 and December 1 shall be filed in the Office of the Secretary before June 30 and December 31, respectively. Delay in the preparation and submission of these registers has caused much unnecessary trouble in considering promotions recommended at and near June 1 and December 1. Paragraph 21 as amended is therefore further amended as follows:

Efficiency Register. - - A tabulation of the information contained in the semiannual efficiency reports will be prepared in each bureau by the bureau committee and submitted to the chief of bureau for approval. These registers shall be retained in the bureau and copies filed in the Office of the Secretary not later than June 1 and December 1, respectively, and shall remain in force six months from those dates.

Promotions recommended under efficiency registers effective June 1 and December 1 will not be considered until the efficiency registers are on file in the Office of the Secretary. [Committees on efficiency should take due notice and begin the preparation of their registers in time to have them in the Office of the Secretary on the dates mentioned.]

Secretary.

